

Blackwood Special Schools Outdoor Education Centre Inc.

Post Office, Blackwood, Victoria, 3458, Australia

Phone: (03) 5368 6768 Fax: (03) 5368 6835

E-mail: blackwood.specialschools.oec@edumail.vic.gov.au

Internet: www.blackwoodssoec.vic.edu.au

Incorporation (ACN) No:- AOO38155E

Australian Business No:- 72 406 523 558



International Camping
Fellowship Member

BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc. (BSSOEC)

EMERGENCY MANAGEMENT PLAN

QUICK REFERENCE EMERGENCY TELEPHONE NUMBERS

| SERVICE | DIVISION | PHONE | LOCATION | OFFICER in CHARGE |
|----------------|---|--------------|---------------|---------------------|
| Fire | Country Fire Authority | 000 | Blackwood CFA | Captain Ian Stewart |
| Fire | Ballarat Fire Emergency | 1800 668-511 | 5335-2011 | |
| Fire | Ballarat Fire Region 15 | 5331-7966 | Ballarat | |
| Fire | Bushfire Information Line | 1800 240-667 | | |
| Police | | 000 | | |
| Police | Ballan Police Station | 5368-1303 | Ballan | Sgt Ken Tingate |
| Police | Trentham Police Station | 5424-1402 | Trentham | Sgt Greg Falkiner |
| Ambulance | | 000 | Ballan | |
| DEECD | Emergency Management | 9589-6266 | Melbourne | |
| DEECD | Grampians Region Emergency Management Officer | 5337-8423 | Ballarat | Leo Styles |
| Parks Victoria | | 5367-2922 | Bacchus Marsh | Charlie Dickie |
| DSE | | 5348-2211 | Daylesford | Elizabeth Ashman |
| SES | | 5367-3976 | Bacchus Marsh | |

| | CONTENTS | | PAGES |
|-------------|--|---|--------------|
| | In An Emergency | | 3 |
| 1.0 | The Purpose of the Plan | | 4 |
| 2.0 | Information on BSSOEC | | 5 |
| 3.0 | Identifying the Risks | | 6 |
| 4.0 | Reporting Emergencies | | 7 |
| 5.0 | Roles & Responsibilities | | 8 – 9 |
| 6.0 | Evacuation Information | | 10 – 11 |
| 7.0 | Medical Centre | | 11 |
| 8.0 | Emergency Contact Telephone Numbers | | 12 |
| 9.0 | Procedure for Bushfire | | 13 – 15 |
| | BSSOEC Activities & The National Fire Danger Rating | | 16 |
| | Blackwood Township & Bushfire Information | | 17 – 18 |
| | Bushfire Procedure Flowchart, Roles & Responsibilities & Important Numbers | | 19 – 22 |
| 10.0 | Bushfire Drill Checklist | | 23 |
| 11.0 | Action Card | What to Do When the Crunch Comes | 24 |
| | Action Card | Evacuation Procedure | 25 |
| | Action Card | Building Fire | 26 |
| | Action Card | Bushfire On-Site | 27 |
| | Action Card | Bushfires while on an Activity | 28 |
| | Action Card | Injury / Illness (On – Site) | 29 |
| | Action Card | Injury / Illness (Off Site) | 30 |
| | Action Card | Medical Emergency | 31 |
| | Action Card | Snake Bite | 32 |
| | Action Card | Missing Camper | 33 |
| | Action Card | LPG Gas Leakage | 34 |
| | Action Card | Power Failure | 35 |
| | Action Card | Lightning | 36 |
| | Action Card | Water failure | 37 |
| | Action Card | Hazardous Material | 38 |
| | Action Card | Toxic Emissions | 39 |
| | Action Card | Stranger / Prowler | 40 |
| | Action Card | Personal Threat | 41 |
| | Action Card | Earthquakes | 42 |
| | Action Card | Flood / Severe Storms | 43 |
| | Action Card | Extreme Weather Conditions | 44 – 47 |
| | Action Card | Bomb Threats | 48 – 49 |
| | Action Card | BSSOEC Manager | 50 |
| | Action Card | School Accommodation Site Emergency Card & Maps | 51 – 52 |
| | Action Card | Residence Accommodation Site Emergency Card & Maps | 53 – 54 |
| | Action Card | Tent Shelter Accommodation Site Emergency Card & Maps | 55 – 56 |
| | Action Card | Visiting Teachers | 57 |
| | Action Card | BSSOEC Staff Emergency | 58 |
| | Action Card | Total Fire Ban Days | 59 |
| | Action Card | Death of Student of Staff Member | 60 |
| | Action Card | Abduction of a Person from the Centre | 61 |
| | Action Card | Vehicle Accident | 62 |
| | Action Card | Managing the Media | 63 |
| | Appendix 1 | DEECD – Initial Emergency Record | 64 |
| | Appendix 2 | DEECD – Emergency Message Record | 65 |
| | Appendix 3 | DEECD – Informing Staff | 66 |
| | Appendix 4 | DEECD – Informing Students | 67 |
| | Appendix 5 | DEECD – Managing the Media | 68 – 69 |
| | Appendix 6 | DEECD – Role of Victoria Police | 70 |
| | Appendix 7 | DEECD – Within the First 24 Hours | 71 |

IN AN EMERGENCY

1. Verify

2. Notify

3. Assess


4. Act

THE OFFICE Assembly Areas:-

1. Basketball Ring
2. The Tent Shelter
3. The Residence



Emergency Whistles
In the Office

Verify the report


-  Confirm with other campers, with emergency services or other reliable people the accuracy of information about the emergency.

Notify the emergency services and Blackwood Special Schools Outdoor Education Centre Inc. Staff


By the quickest possible means, immediately notify:

-  The Emergency Services by dialling 000
-  Blackwood Special Schools Outdoor Education Centre Inc. Staff

Assess the danger posed by the Emergency

-  Use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action.

-  Use verbal information.

-  Observe what is happening to decide:

 **Has the danger passed?**


 **Is the danger increasing or decreasing?**

 **Is the danger coming closer or moving further away?**


 **Is the weather or terrain affecting its progress?**


-  Decide how much time exists to take alternative actions.

Take Action based on the Assessment of Danger

-  Ensure that injured campers are not exposed to further injury or danger.

-  **ONLY** contain the Emergency – **if safe to do so.**

-  Move people away from the danger area by the safest means.

-  If necessary, move campers indoors, to one end of the building, to the furthestmost part of the campsite or to a site well away from the campsite if time permits.

-  Refer to any specific procedures developed for the Emergency.

YOUR LOCATION DETAILS

| VicRoads Map – Edition 7 | | | | | | |
|--|--------------------------------|-----------|----------|-----------|------------|-------------|
| SITE | ADDRESS | SUBURB | POSTCODE | PHONE | State Map | Town Map |
| The Office | 1015 Greendale-Trentham Road | Blackwood | 3458 | 5368-6768 | Map 59 F 9 | Map 585 R 3 |
| The School | 1015 Greendale-Trentham Road | Blackwood | 3458 | 5368-6555 | Map 59 F 9 | Map 585 R 3 |
| The Residence | 4 Terrill Street | Blackwood | 3458 | 5368-6576 | Map 59 F 9 | Map 585 R 2 |
| Tent Shelter | Corner Cann & McLennan Streets | Blackwood | 3458 | 5368-6383 | Map 59 F 9 | Map 585 R 3 |
| MELWAYS REFERENCE – Edition 35 (2008) Map 909 E 11 | | | | | Camp Fax | 5368-6835 |

Emergency Phone Numbers

| Fire Police Ambulance Dial 000 | | | |
|--------------------------------|--------------|-------------|--------------|
| Police | 000 | Fire | 000 |
| Hospital | 5367-2000 | Doctor | 5367-3333 |
| Plumber | 0407 324-366 | Electrician | 0419 310-469 |
| Gas Supplier | 131-161 | Power | 132-412 |
| | | Ambulance | 000 |
| | | Dentist | 5367-5355 |
| | | Ed Dept. | 9589-6266 |
| | | SES | 5367-3976 |

THE SCHOOL Assembly Areas:-

1. Basketball Ring
2. The Tent Shelter
3. The Residence

Emergency Whistles
In Staff Bedroom

THE RESIDENCE Assembly Areas:-

1. BSSOEC 4WD Shed
2. The School
3. The Tent Shelter

Emergency Whistles
In Staff Bedroom

THE TENT SHELTER Assembly Areas:-

1. Activity Hut
2. The School
3. The Residence





Emergency Whistles
In the Kitchen

1.0 THE PURPOSE OF THE PLAN

1.1 OBJECTIVE

To provide the emergency control structure and define procedures which will minimise the risk of injury or damage should an emergency arise.

1.2 THE PLAN





-  The plan describes Blackwood Special Schools Outdoor Education Centre and its location.
-  It outlines the potential hazards to which it is likely to be exposed and the manner in which emergencies will be managed.
-  It assumes that staff and students will be familiar with its contents and will be informed about the procedures to be adopted during an emergency.
-  It assumes that preventative measures will have been implemented to reduce the impact of an emergency which occurs.

1.3 SCOPE

EMERGENCY:- “Any event that arises internally or from external sources, which may adversely affect the safety of persons in a building or the community generally and require immediate response by the occupants.”

An Emergency can be any sudden event threatening Blackwood Special Schools Outdoor Education Centre personnel, guests, clients or assets demanding immediate action.



1.4

-  The plan is intended to be flexible.
-  Procedures have been developed which should assist the Centre to Manage Emergencies ranging in nature and intensity.
-  It identifies roles and responsibilities of Blackwood Staff, Visiting Staff, Students and Visitors during an Emergency.
-  It describes actions to be followed in the case of specific types of emergencies.



1.5 All incidents likely to affect the safety and well being of students, teachers or visitors are to be reported immediately and responded to as soon as possible.

1.6 The safety and well being of all people exposed to the emergency are to be considered at all stages of the emergency.

1.7

-  In addition to implementing procedures to resolve the emergency quickly, an emergency may have long lasting effects on those involved.
-  The Centre may require support to assist the School Community to return to normal functioning.

1.8

-  The plan is to be reviewed annually by the Blackwood Special Schools Outdoor Education Centre Committee.
-  In the event of an Emergency the plan is to be reviewed as soon as possible.


1.9 A copy of the plan is annually sent to local Police and Fire Authorities for checking and endorsement.


2.0 SOME INFORMATION ABOUT BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc.

2.1 Blackwood Special Schools Outdoor Education Centre Inc. (BSSOEC) is located in the small Victorian township of Blackwood situated in the Wombat State Forest. The Centre is situated on Department of Education & Early Childhood Development (DEECD) land on two sites within the township of Blackwood.

BSSOEC draws its students from Government Special Schools throughout Victoria, who bus into the Centre. Participating schools generally reside for 1 week in one of the three accommodation sites at the Centre including a Tent Shelter where staff & students stay in Safari Style Tents. Activities offered at the Centre take place in and around the Centre and the Wombat State Forest. Some activities involve busing students around the Wombat & Lerderderg State Forests & occasionally Werribee State Park.

The Centre also implements two (2) Annual Mountain Bike Riding Events:-

 The Blackwood Alpine Ride – a 5 Day event along the Murray to the Mountains Rail Trail in Northern Victoria. Schools are invited to participate and are based in the township of Myrtleford for the duration of the event.






 The Blackwood Super Ride – a 3 Day event where staff & students are challenged to ride through the hills of the Wombat State Forest. For the duration of the event Schools are Accommodated at the Centre & The Blackwood Caravan park.

BSSOEC comprises of the following buildings & structures – (all buildings & structures are single story):-






| BUILDING | DIRECTION & STRUCTURE | LOCATION | No. of Entrances |
|-------------------------------------|-------------------------------------|-----------------|-------------------------|
| The School Accommodation Site | A North Facing Brick Building | Cann Street | 2 |
| The Residence Accommodation Site | A West Facing Weatherboard Building | Terrill Street | 3 |
| The Tent Shelter Accommodation Site | A North Facing Steel Shed | Cann Street | 2 |
| The BSSOEC Office | A East Facing Steel Shed | Cann Street | 2 |
| Maintenance Workshop / Shed | A East Facing Weatherboard Shed | Cann Street | 2 |
| School Wood Shed | A East Facing Steel Shed | Cann Street | 2 |
| 4WD Shed | A South Facing Steel Shed | Warner Street | 1 |
| Imagination Trail Work Stations | 11 Timber Shadow Clad Activity Huts | Martin Street | 2 |

3.0 IDENTIFYING THE RISKS




3.1

-  Each year during the bushfire season the Centre is at risk.
-  It is particularly vulnerable to bushfire as it is surrounded by heavily timbered and hilly country.
-  The construction of the Centre makes it vulnerable to fire at any time of the year.
-  The aluminium cladding on shed structures may provide some protection from airborne embers.
-  While water pressure under normal conditions is high – water availability in an Emergency may be limited.




3.2

-  The Centre regularly buses students throughout the Wombat State Forest utilising the buses & generally drivers from each visiting school – occasionally BSSOEC Staff will drive the bus.
-  On occasions the BSSOEC 4WD is used to transport visiting students & staff.
-  Routes generally include travelling along Greendale – Trentham Road, the streets of Blackwood & dirt roads throughout the Wombat & Lerderderg State Forests & occasionally the Werribee State Park.
-  These roads carry small volumes of traffic on a daily basis, and are characterised by hills.
-  The surface of these roads are generally good but subject to ice at times in Winter, debris fallen from surrounding trees and dirt roads may contain varying sized wet and/or dry pot holes and corrugations.





3.3

-  The forest surrounding BSSOEC provide a regular venue for activities.
-  It presents a risk for staff and students who become lost and/or suffer physical injury including snake bite.
-  In the event of an unauthorised removal of a student from the Centre the bush would offer cover if it were used as a means of escape.

3.4





-  Usually Emergency Services – AMBULANCE and POLICE – will come from either Ballan or Trentham – both approximately 20 minutes away.
-  The Blackwood CFA is located next door to the Residence Accommodation Site.
-  All Emergency Services depend on Greendale – Trentham Road to access the Blackwood Township.

3.5




-  Normal telephone communication via telephone lines could be disrupted if lines are broken.
-  Mobile phone reception is extremely poor under normal conditions.
-  BSSOEC Staff do not carry Mobile Phones when conducting activities
-  On occasions UHF Walkie Talkies are utilised on activities – especially during our two annual bike rides, the Alpine & Super Rides – and activities where groups may be divided.

4.0 REPORTING EMERGENCIES





4.1 Reporting an Emergency whilst at the Centre.

-  Students should report an incident immediately to an adult within the Centre.
-  BSSOEC Staff, Visiting Teachers, Contractors & Visitors should report an incident immediately to the BSSOEC Manager.
-  All emergencies are to be reported to the BSSOEC Manager & President.
-  The BSSOEC Manager or delegate will immediately report the Emergency to the Emergency Services and to the Department of Education.
 - Department of Education and Training Emergency phone – 95896266






4.2 Reporting an Emergency whilst away from the Centre.

-  An emergency which occurs away from the Centre is to be reported to the Emergency Services by the Visiting Supervising Teacher or BSSOEC Staff if assisting the activity.
-  The BSSOEC Manager & President is then to be advised.
-  The BSSOEC Manager will attend if possible.

4.3 Alerting the Centre.


-  Students will be alerted by means of Visiting Staff or BSSOEC Staff blowing whistles to inform students of an Emergency.
-  Whistles are located in staff bedrooms – School & Residence – and in the Tent Shelter Kitchen.
-  A Fire Emergency will activate smoke alarms in the School & Residence Accommodation Sites and may activate Internal Fire Sprinklers at the Residence.
-  The students and visiting teachers will have the warning sounds explained to them as part of their initial briefing.

4.4 Emergency Coordination Centre.





-  The BSSOEC Manager will manage the Emergency from the BSSOEC Office or other alternative safe area. These are in order of priority:
 -  The School Accommodation Site;
 -  The Residence Accommodation Site;
 -  The Tent Shelter Accommodation Site; or
 -  An Area designated by Emergency Services.


4.5 If an Emergency Coordination Centre cannot be set up in any of BSSOEC's facilities or within the immediate Blackwood Township, the BSSOEC 4WD may be used to create a mobile Emergency Coordination Centre.


5.0 ROLES AND RESPONSIBILITIES


- 5.1 The person reporting the Emergency should contact Emergency Services.
- 5.2 The BSSOEC Manager is the Chief Warden and is to manage activity during an Emergency.
-  If the BSSOEC Manager is not available, responsibility and authority for Management of the Incident and for Communications will be delegated to the first available person in the following sequence:-


| | | | | |
|----|-----------------------------|-----------------|--------------|-----------|
| 1. | BSSOEC Manager | Tony Bellette | Work | 5368-6768 |
| | | | Home | 5368-6322 |
| 2. | BSSOEC Staff | Harley Dalglish | Work | 5368-6768 |
| | | | Home | 5368-6837 |
| 3. | Staff from Visiting Schools | | School | 5368-6555 |
| | | | Residence | 5368-6576 |
| | | | Tent Shelter | 5368-6383 |
| 4. | Emergency Services | | | 000 |












- 5.3 All Visiting Teachers are to remain with their students and await instructions.
-  **Visiting Teachers will supervise the group** at all times and BSSOEC Staff will proceed to the office to access information and action.
-  Teachers will be directed by the BSSOEC Manager (Chief Warden) and should not initiate any action related to the Emergency without the BSSOEC Managers (Chief Warden) authorisation.
-  This does not prevent a teacher taking action which minimises the nature of the Emergency.
- ie. Use of fire extinguisher, first aid to reduce effects of injury.
-  Any Visiting Staff Member given a task to complete by the BSSOEC Manager (Chief Warden) must advise the BSSOEC Manager (Chief Warden) when it has been completed.
- 5.4 The BSSOEC Manager (Chief Warden) is responsible for: (in priority order:)
1. Ensuring the field situation is secure by:-
 - (a) Alerting Staff and Students about the Emergency (see 5.1)

 **Visiting Teachers are responsible for the safe and orderly Evacuation of Students if / when instructed by the BSSOEC Manager (Chief Warden) to do so.**

 Visiting Teachers will ensure that all Students are accounted for and will check all rooms (if safe to do so) as they Evacuate as indicated on the Emergency Action Card. (See section 9).

 The attendance roll, student lists, timetables and Emergency Action Cards are to be taken to evacuation area.

 A copy can always be found in the staff bedrooms.
 - (b) Evacuation of Staff, Students and Visitors (see section 5).
 - (c) Turning off appliances if time permits. Close doors and windows.

2. Provision of Resources to Manage the Emergency by:
NOTIFICATION OF EMERGENCY SERVICES and use of local resources.
3. Providing ongoing assistance until Emergency Services support is available.
Set up command centre, delegation of duties to Staff as required.
4. Notification of other personnel:
 - (a) DEECD Emergency Unit
 - (b) Other DEECD personnel – General Regional Manager
– Regional Emergency Officer
 - (c) BSSOEC President and other Committee Members through the President.
 - (d) Principals of Visiting Schools.
 - (e) Parents, after confirmation by BSSOEC Managers of participating Schools
5. Making arrangements for parents and representatives from participating schools to come to BSSOEC if appropriate.
6. Setting up a response team and communication centre which is distinct from the normal switchboard.
 -  All calls regarding incident go to this Centre.
 -  Designate one person to handle **ALL** media enquires.
 -  Interviews only by BSSOEC Manager (Chief Warden), BSSOEC President or delegate.
7. Management of Response Team, ensuring the following tasks are done:
Not in priority order:
 -  Prepare factual Media Statement with assistance from DEECD Emergency Unit.
Legal unit may assist.
 -  Issue Statement to Media.
 -  Maintenance of Staff and Student welfare.
 -  Staff and Student welfare maintained by consideration of physical and emotional needs.
Physical needs: rest, clean clothing, showers, meals, warmth & shelter.
 -  Monitor staff hours on duty and develop roster.
8. Ensuring that all people concerned keep a log recording relevant details of the Emergency and the Response, including details of Communications made (Date, Time, Information, To Whom).
9. Arrange Trauma Support Team:
 -  The BSSOEC Manager (Chief Warden) will convene a Recovery Management Group.
 -  DEECD Emergency Management and Regional office will provide a support team.
 -  Local assistance is available from:- DEECD Grampians Region.

***NOTE: The prime responsibility of the BSSOEC Manager (Chief Warden) and staff is the welfare and well being of the Students and Visiting Staff.
The responsibility for combating the disaster and organising the release of trapped and injured people will belong to the emergency services.***

6.0 EVACUATION INFORMATION


- 6.1 The BSSOEC Manager (Chief Warden) or Visiting Staff will issue Evacuation Instructions.
This will be done by (i) Whistle
(ii) Announcement
(iii) Messenger
- 6.2 The BSSOEC Manager (Chief Warden) or Visiting Staff will specify the type of Evacuation required from one of the following:
- Within the building - when danger confined to one section
 - To another building - when danger confined to one accommodation site
 - Within the Centre grounds - when danger zone extends to all buildings but not open areas.
 - Beyond the Centre - when Emergency affects whole of Centre.
- 6.3 In the event of a Fire in the Centre Accommodation Sites the evacuation points, unless otherwise instructed, are:-

| ACCOMMODATION SITE | | EVACUATION POINT |
|--------------------|-----------|--|
| The School | PRIMARY | The Basketball Ball Ring |
| | SECONDARY | The Tent Shelter |
| | TERTIARY | The Residence |
| The Residence | PRIMARY | The BSSOEC 4WD Shed on Warner Street |
| | SECONDARY | The School |
| | TERTIARY | The Tent Shelter |
| The Tent Shelter | PRIMARY | Activity Hut in Front of the Yabby Dam |
| | SECONDARY | The School |
| | TERTIARY | The Residence |


FIRE EXTINGUISHERS & LOCATIONS

| ACCOMMODATION SITE | ROOM | EXTINGUISHER TYPE |
|--------------------|------------------------|----------------------------|
| The School | Kitchen | Fire Blanket |
| | | Dry Chemical A:B (E) Class |
| | Dining Room | Water |
| | Lounge | Water |
| | Opposite Laundry | Dry Chemical A:B (E) Class |
| | Outside Staff Bedrooms | Powder A:B (E) |
| | | Water |
| The Residence | Kitchen | Fire Blanket |
| | | Dry Chemical A:B (E) Class |
| | Entrance off Staircase | Water |
| | Laundry | Dry Chemical A:B (E) Class |
| The Tent Shelter | Kitchen | Fire Blanket |
| | | Dry Chemical A:B (E) Class |
| | Dining / Lounge Area | Water |
| 4WD | Behind Driver's Seat | Chemical 2A:30B (E) Class |
| 4WD Shed | Right of Entrance Door | Dry Chemical A:B (E) Class |
| School Workshop | Left of Entrance Door | Dry Chemical A:B (E) Class |
| BSSOEC Office | Storeroom Door Frame | Dry Chemical A:B (E) Class |


6.4

 Food, Water, Shelter and Toilet Facilities will be required if Evacuation is likely to be prolonged or occurs in adverse weather conditions

(See Action Cards for specific Evacuation Points)

 If the whole Centre is to be Evacuated, Staff and Students will be relocated to the Blackwood Hall which has Shelter, Light, Toilets and Drinking Water or a safe location designated by Emergency Services.

 If necessary food could be supplied from the Blackwood General Store or Hotel


 Other areas may be used as directed by the BSSOEC Manager (Chief Warden) or Emergency Services.


6.5 No Student is to leave the Evacuation Area unless specific authorisation has been issued by the BSSOEC Manager (Chief Warden) or Emergency Service Staff – including but not limited too Police, CFA, SES & Ambulance

6.6 Parents or guardians attending BSSOEC are to be directed to a Member of Staff nominated by the BSSOEC Manager (Chief Warden) or BSSOEC President to provide information. The designated area for this is the BSSOEC Office in most cases

7.0 MEDICAL CENTRE

 **BY DIALLING 000 FOR A MEDICAL EMERGENCY THE BLACKWOOD COMMUNITY EMERGENCY RESPONSE TEAM (CERT) MAY BE ACTIVATED AS WELL AS AN AMBULANCE.**

 A First Aid Post will be established in the BSSOEC Residence next door to the Blackwood CFA. If this is not possible then an appropriate location will be nominated by the BSSOEC Manager (Chief Warden). This choice of location is to be made known to all Staff as soon as possible.

 Casualties are to be Evacuated to the first aid post for treatment and then handed over to medical authorities on their arrival.

 First Aid kits are located in the following places:


 BSSOEC Office

 The School Accommodation Site

 The Residence Accommodation Site

 The Tent Shelter Accommodation Site

 Centre 4WD Vehicle

 All staff carry first aid kits when supervising student activities.

8.0 EMERGENCY CONTACT TELEPHONE NUMBERS

A copy of these numbers can be found next to all phones in the Centre, given to all staff and placed in emergency files.

EMERGENCY & LOCAL CONTACT INFORMATION

| Fire Brigade number for FIRE CALLS ONLY is 000 | | |
|--|---|-----------|
| Ballarat Fire Region Authority | 1800 668-511 | 5335-2011 |
| Police | 24 HOURS – EMERGENCY ONLY | 000 |
| | NON-EMERGENCY POLICE CALLS | 5368-1303 |
| Ambulance & CERT | 24 HOURS | 000 |
| DOCTORS | The Elms Family Medical Centre, Suite 1, Bacchus Marsh Village 160 Main Street, Bacchus Marsh <i>Hours: Mon - Fri: 8am – 8pm; Sat: 9am - 12pm; Sun: 10 - 12pm</i> | 5367-6662 |
| | Darley Medical Centre, Darley Plaza, Grey Street, Bacchus Marsh <i>Hours: Mon – Fri: 8:30 – 12:30pm 2pm – 5pm</i> | 5367-5000 |
| | Djerriwarrh Health Services, Clarinda Street, Bacchus Marsh <i>24 hours Emergency Service</i> | 5367-2000 |
| | Ballarat Base Hospital, Drummond Street (North), Ballarat <i>24 hour casualty</i> | 5320-4000 |
| CHEMIST | UFS Dispensary, Inglis Street, Ballan <i>Hours: Mon - Fri: 9am - 5.30pm; Sat: 9am - 1pm</i> | 5368-1232 |
| | Trentham Pharmacy, 43a High Street, Trentham <i>Hours: Mon – Fri: 9:15am – 5pm Sat: 9:15am – 12:15pm</i> | 5424-1000 |
| DENTIST | DR JENNIFER SAMSON MAIN STREET DENTAL SURGERY 223 MAIN STREET, BACCHUS MARSH HOURS: MON – THURS: 8AM – 6:30PM FRI: 8:30AM – 5PM | 5367-5355 |
| POISON INFORMATION | | 131126 |
| GAS SUPPLIER – ELGAS | | 131161 |
| ORIGIN | (power failure) | 132412 |
| CHILD PROTECTION | 24 hour Line | 131278 |
| COMMITTEE PRESIDENT | COLIN SCHOT – WARRINGA PARK SCHOOL PRINCIPAL | 9749-5774 |
| BLACKWOOD STAFF | BSSOEC Manager Tony Bellette (week nights only) | 5368-6322 |
| | BSSOEC Staff Harley Dalgleish (week nights only) | 5368-6837 |
| MOORABOOL SHIRE | 15 Stead Street, Ballan 8.30am - 5pm | 5366-7100 |
| SES | FLOOD & STORM EMERGENCY | 132 500 |
| SES | BACCHUS MARSH | 5367-3976 |
| DEECD | EMERGENCY MANAGEMENT (24 HOURS) | 9589-6266 |
| DEECD | EMERGENCY MANAGEMENT GRAMPIANS REGION | 5337-8423 |
| PARKS VICTORIA | BACCHUS MARSH CHARLIE DICKIE | 5367-2922 |
| DSE | DAYLESFORD | 5348-2211 |
| GENERAL STORE | DENIS & DONNA | 5368-6525 |
| BLACKWOOD HOTEL | PETER & LYNNE | 5368-6501 |


BLACKWOOD SPECIAL SCHOOLS O.E.C Phone Numbers, Addresses & Map References

| ACCOMMODATION SITE | ADDRESS | PHONE No. | Melways Ref Edition 35 (2008) | VicRoads Map Reference | | Topographic |
|---------------------|---|-----------|-------------------------------|------------------------|--------------------|-------------------------------------|
| | | | | State Map Edition 7 | Town Map Edition 7 | Trentham 7723-2-3 1:25,000 Grid Ref |
| BSSOEC School | 1015 Greendale – Trentham Rd, Blackwood, 3458 | 5368-6555 | Map 909 E 11 | Map 59 F 9 | Map 585 R 3 | GR 616486 |
| BSSOEC Residence | 4 Terrill Street, Blackwood, 3458 | 5368-6756 | Map 909 E 11 | Map 59 F 9 | Map 585 R 2 | GR 616490 |
| BSSOEC Tent Shelter | 1015 Greendale – Trentham Rd, Blackwood, 3458 | 5368-6383 | Map 909 E 11 | Map 59 F 9 | Map 585 R 3 | GR 615485 |


10.0 PROCEDURE FOR BUSHFIRE DRILL

(Annual training to be done at the start of the school year)






 **THERE IS NO BUSHFIRE EARLY WARNING SYSTEM IN BLACKWOOD**

 **IF BUSHFIRE THREATENS THE IMMEDIATE TOWNSHIP of BLACKWOOD or THE CENTRE and EVACUATION FROM BLACKWOOD & THE WOMBAT STATE FOREST is AVAILABLE – THEN VISITING SCHOOLS WILL BE DIRECTED to DEPART BLACKWOOD IMMEDIATELY.**

 **IF IMMEDIATE EVACUATION IS NOT AVAILABLE**

 In the event of a report of a bushfire or suspicion of a fire, the BSSOEC Manager (Chief Warden) or delegate is to initiate the following plan -











1. Visiting students and staff to be relocated into their Accommodation Site and instructed to sit around the kitchen tables and await further instructions.
2. Contact the Ballarat Regional Fire Authority – 1800 668-511 or 5335-2011 – to ascertain if there is a fire risk to **Blackwood Township** and / or **BSSOEC** or its occupants if no information has already been received.
3. As soon as there is evidence of a possible risk to **Centre** occupants, BSSOEC Staff & visiting teachers in charge are to meet in the BSSOEC Office where the current situation, Evacuation and/or protection within the Centre perimeter will be discussed and duties allocated covering both contingencies. Other Staff are to maintain control of the Students during the briefing.
4. **In general, the BSSOEC Manager (Chief Warden) will be responsible for central control of all operations and all personnel, BSSOEC Staff will assist & follow instructions issued by the BSSOEC Manager.**
5. **The BSSOEC Manager (Chief Warden) will ensure that rolls, medical lists, the Emergency Management Plan are brought to the BSSOEC Office.**
6. **All staff should only talk directly with the BSSOEC Manager (Chief Warden). This way communication is coordinated and central.**
7. The Centre telephone will be continuously attended by a member of the Centre Staff (**usually the BSSOEC Manager**), until the all clear is given or there is an urgent requirement/instruction to leave the phone.

8. In the event of a full alert being sounded or in the opinion of the BSSOEC Manager (Chief Warden) or delegate there is a need for an alert, the fire alarm shall be sounded – by using whistles & telephones – and all Visiting Teachers in charge shall report to the BSSOEC Office for roll call and briefing.
9. After initial notification of a possible fire hazard, Centre residents shall be confined to within the **Centre** perimeter. **The BSSOEC Manager (Chief Warden) will direct all persons, to get blankets, torches and suitable clothing from dormitories and meet back in the Residence Accommodation Site – next door to the CFA. Visiting staff to be allocated to exits to prevent students from wandering off to investigate.**
10. **The BSSOEC Manager will be in charge of sounding the fire alarm to alert people to the danger. All persons go to the BSSOEC Residence where the BSSOEC Manager (Chief Warden) coordinates roll call and gives briefing.**
11. After roll call **in the Residence Accommodations Site**, all Centre residents shall be re-acquainted with the fire procedures of the Centre, dangers of running from a wild fire, suitable clothing to wear and what further measures shall be adopted, ie. Evacuation, make the Centre ready for the fire. **BSSOEC Manager (Chief Warden) to do this.**
12. BSSOEC Staff will be detailed to:-
 -  Move to each building in the Centre and ensure that all windows are closed, hoses laid out and connected to hydrants. **(If Safe to do so.)**
 -  The dampen The Accommodation Site Roofs. **(If Safe to do so.)**
13. All groups will moved to The Residence which shall become the collecting area for all persons not engaged in protective measures.
 -  The sinks are to be filled with water for Emergency back up.
 -  Garbage bins can also be used.
 -  **Do not wet blankets as we have been advised that the water may boil and cause more damage.**
14. **The BSSOEC Manager (Chief Warden) will direct any people from The Residence as to where to go, Visiting Teacher's to stay with their groups.**
15. If Evacuation is deemed prudent and practical, this Evacuation shall be done ONLY upon the approval of the **EMERGENCY SERVICES**, in liaison with the BSSOEC Manager (Chief Warden), and only at their discretion. In the event of an Evacuation the Emergency Services shall be notified as soon as the Centre has been Evacuated.
16. **Individual Schools are to utilise their own vehicles for Evacuation.**
17. If Evacuation is not prudent and practical the following procedure shall be adopted, the timing to be dictated by the circumstances and under direct control of the BSSOEC Manager (Chief Warden) or Delegate.

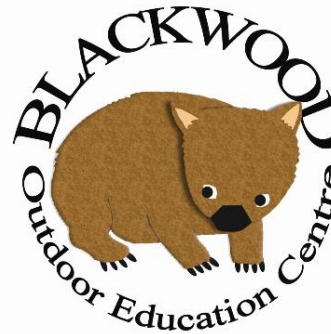
18. In the event of The Residence catching fire all students, Visiting Teacher's and staff should move together (possibly by bus) and assemble at the Blackwood Hall – or a location designated by Emergency Services. Woollen blankets and protective clothing to accompany them. **The BSSOEC Manager (Chief Warden) will make the decision to move to the Blackwood Hall – or other designated area – and notify the Emergency Services.**
19. The above plan allows for the movement under tight supervision of any Centre Groups to their dining rooms or The Residence – next door to the Blackwood CFA – or to Evacuate well in advance of the fires arrival at the Centre. It is envisaged that by doing this well in advance of the fire, that no panic and consequent attempts to run from the fire will occur. **The BSSOEC Manager (Chief Warden) shall coordinate the orderly release of Students, the BSSOEC Staff will supervise mopping up around the Centre.**

Once the Centre has been completely evacuated of all Visiting Students & Staff the entire Centre will be made available to the Country Fire Authority (CFA) & Emergency Services to help accommodate and support visiting CFA Crews & Emergency Services. This will continue until the threat of Bushfire in the surrounding State Forest has passed or the CFA no longer require the use of the Centre.

CHECKLIST FOR REFUGE

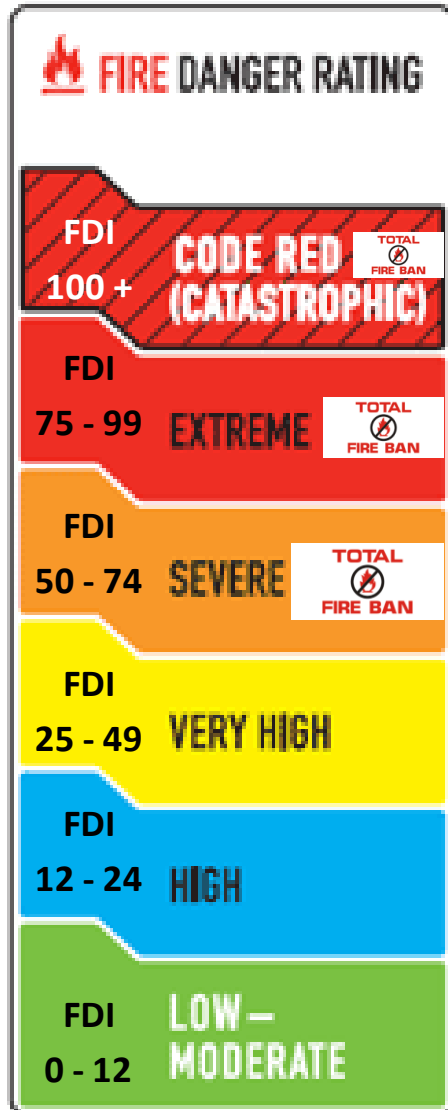
-  No-one to be dressed in T-shirt or shorts
-  Everyone to wear long sleeve & long pants clothing
-  1 Blanket per person
-  Pillows collected from Accommodation Sites
-  All BSSOEC & Visiting Schools First Aid Kits
-  Torches (students to bring from rooms)
-  Telephone access
-  Student/Staff roll with Medical Summaries
-  Food – to be supplied by Visiting Schools
-  Water Containers from the BSSOEC Maintenance Workshop / Shed

BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc. ACTIVITIES & THE NATIONAL FIRE DANGER RATING



Blackwood Special Schools Outdoor Education Centre Inc.

Post Office, Blackwood, Victoria, 3458, Australia
Phone: (03) 5368 6768 Fax: (03) 5368 6835
E-mail: bssoec@yahoo.com.au
Internet: www.blackwoodsssoec.vic.edu.au
Incorporation (ACN) No:- AOO38155E
Australian Business No:- 72 406 523 558



THE CENTRE IS RATED AS BEING IN A FIRE ZONE

| | |
|--|--|
| | BLACKWOOD OUTDOOR SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc. CLOSED - ALL GROUPS MUST DEPART BLACKWOOD DEPART THE NIGHT BEFORE |
| | BLACKWOOD OUTDOOR SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc. CLOSED - ALL GROUPS MUST DEPART BLACKWOOD DEPART BY 9am |
| | Only Activities conducted outside Blackwood beyond the Wombat State Forest & Lerderderg State Park to be implemented. Recommended Groups depart Blackwood prior to 9am It is the decision of individual groups as to whether they return to Blackwood at the end of the day – unless they are advised not to return |
| | Only Activities conducted on Blackwood Special Schools O.E.C. Property to be implemented or Activities outside Blackwood & beyond the Wombat State Forest & Lerderderg State Park |
| | All Blackwood Special Schools Outdoor Education Centre Inc. activities to be implemented Activities conducted within the Wombat State Forest or Lerderderg State Park may be modified or postponed depending on current weather conditions & weather conditions leading up to the day being classified as High |
| | All Blackwood Special Schools Outdoor Education Centre Inc. Activities Available |



ADVENTURE



CHALLENGE



FUN



TEAMWORK



CHOICE

BLACKWOOD TOWNSHIP



The Township of Blackwood DOES NOT have a designated Emergency Refuge Location.



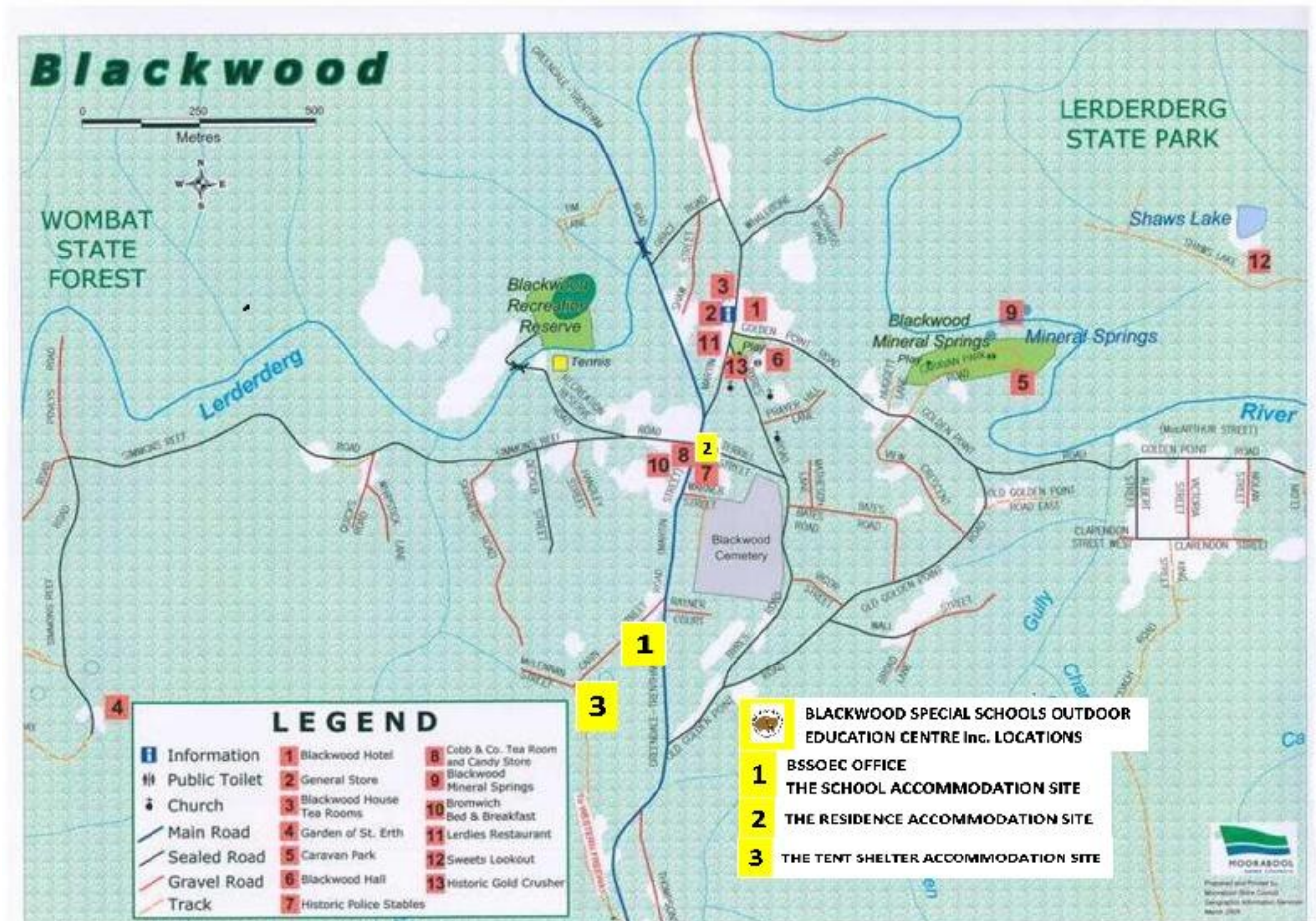
It is expected that individuals, families & groups will evacuate from the town prior to a Bushfire.



If you do get caught in the township of Blackwood during a Bushfire:-



YOU MUST TAKE FULL RESPONSIBILITY FOR YOUR OWN SURVIVAL



Blackwood Special Schools Outdoor Education Centre Inc. Committee & Staff accepts that in an Emergency there is no option but to evacuate the Township & Forest Environment, and therefore the Centre, early – especially in relation to Bushfire Threat.



Visiting Schools, Week-end & Holiday Groups not accepting this advice do so at their own risk as this advice comes from:-



The Country Fire Authority (CFA);



The Department of Sustainability & Environment (DSE);



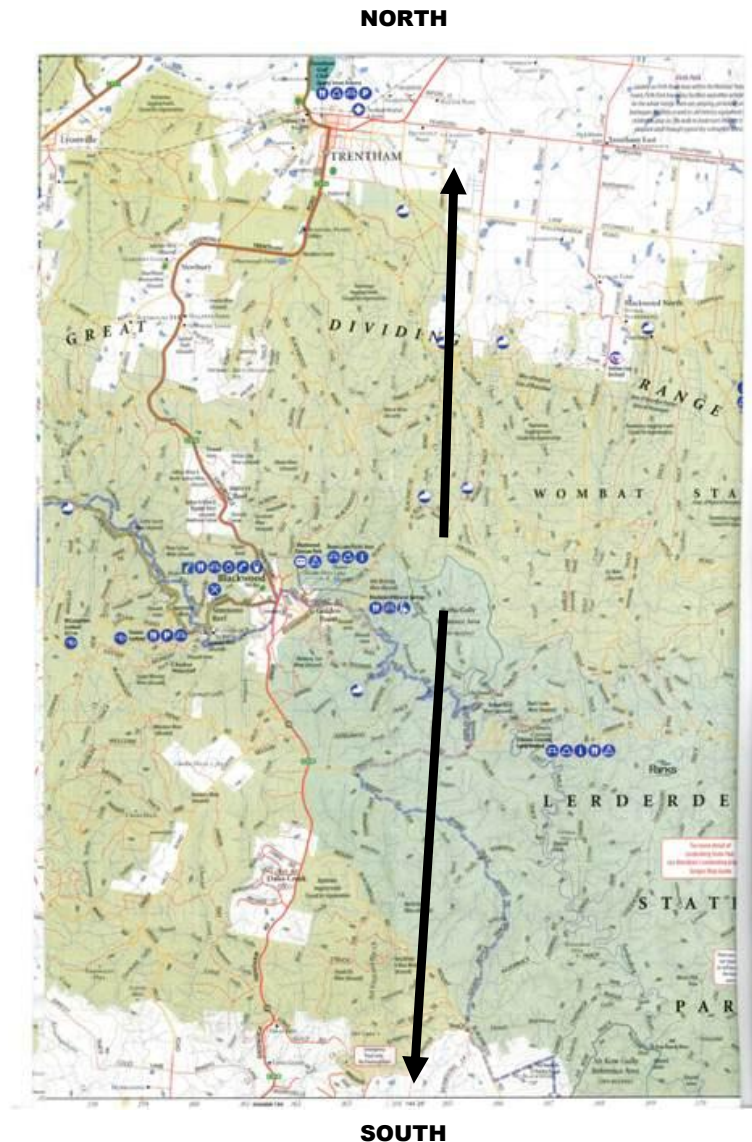
The Moorabool Shire Council; and



The Blackwood Special Schools Outdoor Education Centre Committee & Staff.

BLACKWOOD TOWNSHIP EMERGENCY EXIT ROUTES

- 🐘 The Township of Blackwood **DOES NOT** have an Emergency Early Warning System – especially in relation to Bushfires.
- 🐘 It is highly recommended that **ALL GROUPS** accessing Blackwood Special Schools Outdoor Education Centre Inc. between the months of October & April bring their own battery & power operated Radio (with spare batteries) – tuned to ABC 774.
- 🐘 It is expected that individuals, families & groups will evacuate from the town prior to a Bushfire.
- 🐘 Blackwood Special Schools Outdoor Education Centre Inc. Committee only suggest two Township Emergency Exit Routes along the bitumen Greendale – Trentham Road – both of these routes travel through a Forest Environment:-
 - 🐘 South to Ballan, Bacchus Marsh, Ballarat & Melbourne via Greendale;
 - and
 - 🐘 North to Woodend, Sunbury & Melbourne via Trentham.



BUSHFIRE

The Township of Blackwood DOES NOT have a designated Emergency Refuge Location - especially in relation to Bushfires. It is the responsibility of Group Leaders to ensure that your group is safely evacuated from the Blackwood Township prior to a Bushfire Emergency.

ALL ACTIVITIES STOP IMMEDIATELY

ALL ADULTS & YOUNG PEOPLE RETURN TO THE DINING ROOM OF THEIR ACCOMMODATION SITE

BSSOEC MANAGER RINGS EMERGENCY SERVICES

IF MANAGER IS ABSENT:-

BSSOEC STAFF TO RING EMERGENCY SERVICES

IF NO BSSOEC STAFF ARE AVAILABLE:-

LEADER OF THE GROUP RINGS EMERGENCY SERVICES

BALLARAT EMERGENCY SERVICES
1800 668 – 511 or 5335 – 2011

ALL CLEAR

**CONTINUE
ACTIVITIES**

NOT ALL CLEAR

**SEEK ADVICE FROM BALLARAT
EMERGENCY SERVICES ON THE
SAFEST ROUTE TO EVACUATE
BLACKWOOD & THE FOREST
ENVIRONMENT**

**ADVICE EMERGENCY SERVICES
OF YOUR INTENDED EVACUATION
DESTINATION**

**EVACUATE BLACKWOOD
IMMEDIATELY UNDER THE
DIRECTION OF EMERGENCY
SERVICES WITHOUT
COLLECTING YOUR GEAR**

IF YOU CANNOT EVACUATE FROM THE TOWNSHIP OF BLACKWOOD



**RELOCATE YOUR GROUP TO THE:-
RESIDENCE ACCOMMODATION SITE
4 TERRILL STREET, BLACKWOOD
(NEXT DOOR TO THE BLACKWOOD CFA)**



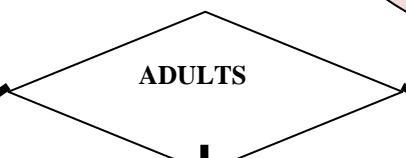
**AWAIT FULL DIRECTIONS
FROM EMERGENCY SERVICES**



PREPARE YOUR GROUP



**TAKE STOCK OF:-
FOOD
WATER
1st AID KITS
BLANKETS
PILLOWS
BUCKETS
TORCHES
MEDICATIONS**



**MONITOR
ABC 774
ON THE RADIO**














**PREVENT ANYONE FROM
EXITING THE BUILDING
UNLESS DIRECTED BY
EMERGENCY SERVICES**

**PREPARE TO
FIGHT SPOT
FIRES**



ROLES & RESPONSIBILITIES DURING A BUSHFIRE EMERGENCY

 The person who identifies the Bushfire Situation **MUST** alert Blackwood Staff and their own group

| BSSOEC MANAGER | BSSOEC STAFF | GROUP LEADERS | VISITING ADULTS |
|---|--|---|--|
|  To co-ordinate the situation |  If BSSOEC Manager is not available to assume all Manager Responsibilities |  If NO BSSOEC Staff are available assume all BSSOEC Manager & Staff Responsibilities |  Follow instructions issued by:- BSSOEC Manager BSSOEC Staff Group Leader |
|  To inform Blackwood Staff | | | |
|  To relocate all groups staying at the Centre at the time into their dining rooms |  Follow instructions issued by BSSOEC Manager |  Assemble all adults & children within your group in the dining room |  Monitor Children |
|  To ring Ballarat Emergency Services |  Assist groups with getting students on buses | |  Take stock of:- Food 1 st Aid Kits Medications Group Torches Group Clothing |
|  To inform groups to evacuate if required | |  Do a Roll Call for everyone | |
|  To co-ordinate evacuation |  In the event of not being able to evacuate:- Collect Blankets 1 st Aid Kits Scanners Walkie Talkies Pillows Buckets Torches |  Follow instructions issued by BSSOEC Manager & Staff |  Assist with load children into vehicles |
|  If evacuation is not possible – to co-ordinate relocation to the Residence Accommodation site | |  Roll Call group into vehicles |  If relocating to the Residence:- Monitor Exit Doors & DO NOT permit people to leave Fill sinks with water Ensure Food & other necessary items are brought into the building |
|  Maintain communication with Emergency Services | |  Evacuate as directed & DO NOT deviate | |
|  Contact Principals of visiting Schools – Principals to contact Parents |  Prepare Residence Accommodation Site for groups:- Unlock Fill Sinks & Buckets with water Lay out Hoses |  If relocating to the Residence Roll Call group into the Building |  Continuously Monitor Children |
|  Contact BSSOEC President | | | |

IMPORTANT TELEPHONE INFORMATION

Ballarat Emergency Services 1800 668 – 511
5335 – 2011

Bushfire Information Line 1800 240 – 667

DSE (Department of Sustainability & Environment) 5335 – 0777

BSSOEC Phone Numbers

| | |
|--|-----------------------|
| BSSOEC Office | 5368 – 6768 |
| School Accommodation Site | 5368 – 6555 |
| Residence Accommodation Site | 5368 – 6756 |
| Tent Shelter Accommodation Site | 5368 – 6383 |
| Tony Bellette | 5368 – 6322 |
| Harley Dalglish | 5368 – 6837 |
| BSSOEC Mobile | 0409 686 – 768 |



000



000



132 – 500

HOW TO DIVERT A TELEPHONE NUMBER

1. * 21
2. Type in destination telephone number
3. #
4. Wait for Instructions

HOW TO UNDIVERT A TELEPHONE NUMBER

1. # 21 #
2. Wait for Instructions



ADVENTURE



CHALLENGE



FUN



TEAMWORK



CHOICE



BUSHFIRE DRILL CHECKLIST FOR BSSOEC MANAGER



BSSOEC Manager at the BSSOEC Office

- Decide on best method of alarm if required
- Inform BSSOEC Staff & Visiting Teachers in Charge to move into the BSSOEC Office for briefing
- If full alert, make sure staff and students are dressed appropriately
- Ensure all students and staff are accounted for

Organising Groups

- Deploy one Visiting Staff Member to check accommodation rooms and make sure Students go to their Dining Room Tables for head counting – **Gopher**
- Continue with siren – **Gopher**
- Organise Staff to close all windows and doors in all Buildings – **BSSOEC Staff**
- Get rakes from Maintenance Shed – **BSSOEC Staff**
- Set up and use the hydrants – **BSSOEC Staff**
- Fill Sinks, Buckets, Troughs & anything that will hold water with water – **BSSOEC & Visiting Staff**
- Shut down valves on top of **ALL** gas tanks at all BSSOEC Accommodation Sites – **BSSOEC Staff**
- Buses ready – **Teaching staff**



Note:-

- All communication in relation to the situation to be directed through the BSSOEC Manager



11.0 ACTION CARDS:

WHAT TO DO WHEN THE CRUNCH COMES



11.1 Accommodation Site Action Cards:

-  An action card containing general procedures to be followed in an Emergency is included as an attachment to the plan.
-  Each Accommodation Site must have an Emergency Management Plan Folder including Action Cards.

11.2 Specific Emergency Action Cards:

-  In particular types of Emergencies, additional procedures on the Action Cards will need to be followed.
-  These are available in the Emergency Management Plan Folders.

11.3 Emergency Action Cards:

-  All action cards will be the same colour, PINK (A4)
-  Other types of notice should use different coloured paper.



EVACUATION PROCEDURE



Stop ALL Activities Immediately;

Staff to:-

- Shut Down the Power (**if safe to do so**);
- Turn off Gas Stoves & Ovens if currently being used (**if safe to do so**);
- Collect the Roll;
- Collect the Students & Staff within their Group;

Notify the Emergency Services by dialing:-

000

DO NOT PACK UP OR COLLECT ANY PERSONAL GEAR;

Evacuate immediately to the safest Emergency Assembly Point, closing all doors:-

| ACCOMMODATION SITE | | EMERGENCY ASSEMBLY POINT |
|-------------------------|------------------|---|
| The School | PRIMARY | The Basketball Ball Ring |
| | SECONDARY | The Tent Shelter |
| | TERTIARY | The Residence |
| The Residence | PRIMARY | BSSOEC 4WD Shed on Warner Street |
| | SECONDARY | The School |
| | TERTIARY | The Tent Shelter |
| The Tent Shelter | PRIMARY | Activity Hut in Front of the Yabby Dam |
| | SECONDARY | The School |
| | TERTIARY | The Residence |

Once at the Selected Emergency Assembly Point complete a Roll Call;

Follow the direction of Chief Warden & Emergency Services **AT ALL TIMES;**

Do not return to the Building until instructed by the Chief Warden of Emergency Services;

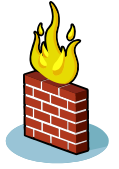
If required, Notify:-











School Principal
BSSOEC President

Parents
DEECD




BUILDING FIRE



-  Alert person nearby and request assistance;
-  Assist any person in immediate danger (**only if safe to do so**);
-  Close the door to the fire to contain the spread;
-  Call the Fire Brigade on:- **000** and notify the Chief Warden;
-  Extinguish the Fire (**only if safe to do so**);
-  If threat to life exists evacuate immediately, closing all doors;
-  **DO NOT PACK UP OR COLLECT ANY PERSONAL GEAR;**
-  Check that all areas have been cleared and inform the Chief Warden;
-  Control the Evacuation to Assembly Area (if required);
-  Maintain control of all persons at the Assembly Area.

| ACCOMMODATION SITE | | EMERGENCY ASSEMBLY POINT |
|--------------------|-----------|--|
| The School | PRIMARY | The Basketball Ball Ring |
| | SECONDARY | The Tent Shelter |
| | TERTIARY | The Residence |
| The Residence | PRIMARY | BSSOEC 4WD Shed on Warner Street |
| | SECONDARY | The School |
| | TERTIARY | The Tent Shelter |
| The Tent Shelter | PRIMARY | Activity Hut in Front of the Yabby Dam |
| | SECONDARY | The School |
| | TERTIARY | The Residence |


-  Once at the Selected Emergency Assembly Point complete a Roll Call;
















BUSHFIRE – ON SITE



 **THERE IS NO BUSHFIRE EARLY WARNING SYSTEM IN BLACKWOOD**

 **ONCE BUSHFIRE THREATENS THE IMMEDIATE TOWNSHIP of BLACKWOOD or THE CENTRE and EVACUATION FROM BLACKWOOD & THE WOMBAT STATE FOREST is AVAILABLE – THEN VISITING SCHOOLS WILL BE DIRECTED to DEPART BLACKWOOD IMMEDIATELY.**

-  Stop all Activities and move in to Accommodation Site;
-  Assist any person in immediate danger (**only if safe to do so**);
-  Call the Fire Brigade on:- **000** and notify the Chief Warden;
-  Ensure everyone in the group – Students & Staff – are accounted for by completing a Role Call;
-  **DO NOT PACK UP OR COLLECT ANY PERSONAL GEAR;**
-  If threat to life exists evacuate the town immediately and return to School;
-  If unable to depart the town – relocate to the Residence Accommodation Site, or an area designated by the Emergency Services;
-  If unable to leave your current Accommodation Site – **DO NOT** permit anyone to leave the building;
-  Collect all the Blankets, Pillows, Torches, 1st Aid Kits, Medical Forms;
-  Fill sinks, buckets, pots & anything that will hold water with water and locate around the building – externally & internally;
-  Staff to Monitor & Supervision **ALL EXTERNAL DOORS;**
-  **STAFF TO FOLLOW THE DIRECTIONS OF THE CHIEF WARDEN & EMERGENCY SERVICES AT ALL TIMES;**
-  Maintain control of all persons at **ALL TIMES.**


















BUSHFIRE – WHILE ON A FOREST ACTIVITY



| GROUP | ESSENTIAL EQUIPMENT |
|---|--|
| Keep The group together | Matches – ideal to burn an area to create a refuge |
| Reassure everyone within the Group | Pocket Knife |
| Ensure everyone drinks plenty of water | Water Bottles |
| Use group experience to create a survival plan | Mirror – to attract aerial attention |
| Consider all available escape routes | Digging Tools – bowls, cups, tent pegs |
| Never split the group – aim for safety & survival | A well equipped & appropriate First Aid Kit |

SURVIVAL PROCEDURES








If you get caught by a Bushfire while in a remote area, you can protect yourself by:-

-  LET SOMEONE (INCLUDING AUTHORITIES) KNOW BEFORE YOU GO;
-  DO NOT TRY TO OUT RUN THE FIRE;
 - A Fire will travel sixteen times faster uphill than down hill;
-  Consider Wind Direction / Speed / Movements;
-  Consider possible escape routes;
-  The safest area of refuge is the burnt out area of the fire;
-  Wide sandy creek bottoms offer good protection;
-  Take advantage of large bare areas of land; rocky outcrops; sharp ridges; water holes or anywhere else with a very low vegetation coverage;
-  Utilise drains, folds of the ground, logs or rock ledges to protect the group against radiant heat;
-  Make yourself a firebreak, if possible by clearing an area of flammable material;
-  Once sheltered lie down face first, with clothing over you, until the fire has passed;
-  Don't try and travel through the fire front;
-  Don't place yourself under trees which could drop branches and burning debris onto your refuge;
-  Never refuge in a water tank above the ground;
-  Never run blindly from a fire; as you need to attempt to understand the fire's behaviour in order to implement a survival plan;
-  After the Bushfire inform the Authorities of your return and survival.












INJURY / ILLNESS (ON SITE)



-  If safe to do so, isolate Patient from the Group & any further danger;
-  Make patient comfortable;
-  Staff Member in with current 1st Aid Qualifications to render 1st Aid;
-  **Assign a minimum of ONE (1) Staff Member to remain with, monitor & treat the patient AT ALL TIMES;**
-  Remove the rest of the Group from the Area;
-  Arrange an Alternative Program – if required;
-  If required, transport patient to doctor;

OR

-  Notify the Ambulance by dialing:- **000**
-  If required, Notify:- School Principal Parents BSSOEC President DEECD
-  Complete an Incident & Near Miss Report Form:-
 -  1 Copy to be kept at Blackwood Special Schools OEC Inc.; &
 -  1 Copy to be kept by the Visiting School.
-  Complete an Incident SOAP Note:-
 -  1 Copy for the Ambulance (if Required);
 -  1 Copy to be kept at Blackwood Special Schools OEC Inc.; &
 -  1 Copy to be kept by the Visiting School.



INJURY / ILLNESS (OFF SITE)





- 🐾 If safe to do so, isolate Patient from the Group & any further danger;
- 🐾 Make patient comfortable;
- 🐾 Staff Member in with current 1st Aid Qualifications to render 1st Aid;
- 🐾 Assess the injury / illness. If the patient requires evacuation:-
 - 🐾 If group has walked less than 30 minutes, ONE (1) Staff Member to return to Camp & Notify Chief Warden immediately;
 - 🐾 If group has walked for more than 30 minutes, it may be necessary to locate a phone or vehicle to contact Chief Warden.
- 🐾 **Assign a minimum of TWO (2) Staff Members to remain with, monitor & treat the patient AT ALL TIMES;**
- 🐾 Remainder of Group to return to Camp under supervision at their own pace;
- 🐾 Chief Warden to arrange appropriate retrieval & transport for the patient;
- 🐾 Notify the Ambulance by dialling:- **000**
- 🐾 If required, Notify:- School Principal Parents BSSOEC President
DEECD
- 🐾 Complete an Incident & Near Miss Report Form:-
 - 🐾 1 Copy to be kept at Blackwood Special Schools OEC Inc.; &
 - 🐾 1 Copy to be kept by the Visiting School.
- 🐾 Complete an Incident SOAP Note:-
 - 🐾 1 Copy for the Ambulance (if Required);
 - 🐾 1 Copy to be kept at Blackwood Special Schools OEC Inc.; &
 - 🐾 1 Copy to be kept by the Visiting School.



MEDICAL EMERGENCY




 Check for any threatening situations and remove or control it (**only if safe to do so**);

 Remain with the casualty and provide appropriate support;


 Notify First Aid Group Leader;

 Notify the Chief Warden;

 Notify your School Principal;

 Notify the Ambulance Service by dialling:-

000

 Designate someone to meet and direct the Ambulance to the location of the casualty;

NOTE:-


(i) Provide support and appropriate assistance


(ii) Try not to leave casualty alone unless emergency help arrives


(iii) **DO NOT** move the casualty unless exposed to a life threatening situation


 Complete an Incident & Near Miss Report Form:-


 1 Copy to be kept at Blackwood Special Schools OEC Inc.; &

 1 Copy to be kept by the Visiting School.

 Complete an Incident SOAP Note:-

 1 Copy for the Ambulance (if Required);

 1 Copy to be kept at Blackwood Special Schools OEC Inc.; &













 1 Copy to be kept by the Visiting School.















Snake Bite

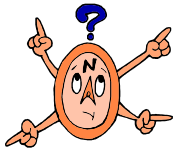


In the event of a Snake Bite, the following treatment **MUST BE** undertaken:-

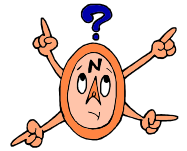
-  Assess the situation & casualty using the **DRABC** approach:-
-  Assess **D**anger – Check for **R**esponse – Check **A**irway – **B**reathing – **C**irculation.
-  **REST & REASSURE THE CASUALTY;**
-  Apply Pressure Immobilisation over the bitten area & around the limb:-
 -  Use A Crepe or Conforming Bandage about 15cm wide – if unavailable, use panty hose or other material;
 -  Apply the Bandage firmly enough to compress the tissue, but not so firmly to resist the flow of blood to the limb below the bandage;
 -  Bandage from the Bite to the fingers or toes, then up to the armpit or groin;
 -  Bandage as much of the limb as possible;
 -  Apply a splint to the Bandaged Limb with a Second Bandage;
 -  **DO NOT REMOVE THE SPLINT OR BANDAGE – ONCE APPLIED;**
-  **SEEK MEDICAL AID URGENTLY;**
-  Continually & Regularly Monitor **ABC** - **A**irway – **B**reathing – **C**irculation.




























WARNING:-

-  **NEVER** wash the venom off the skin as this will help in later identification;
-  **NEVER** cut or excise the bitten area;
-  **NEVER** try to suck the venom out of the wound;
-  **NEVER** use a constrictive bandage;
-  **DO NOT** try to catch the snake. However, a description of the snake may assist medical aid.
-  Complete an Incident & Near Miss Report Form:-
 -  1 Copy to be kept at Blackwood Special Schools OEC Inc.; &
 -  1 Copy to be kept by the Visiting School.
-  Complete an Incident SOAP Note:-
 -  1 Copy for the Ambulance (if Required);
 -  1 Copy to be kept at Blackwood Special Schools OEC Inc.; &
 -  1 Copy to be kept by the Visiting School.



MISSING CAMPER/S










-  **Stop ALL Activities Immediately;**
-  Contact Office and BSSOEC Manager (Chief Warden).
 -  Inform details of person missing and last sighting.
-  Staff to initiate an immediate & small scale search. Remaining students to be supervised at all times;
-  After initial search:-
 -  Police contacted.
 -  DEECD contacted.
 -  Visiting School Principal contacted.
 -  BSSOEC Committee President contacted.
-  **Assign a minimum of TWO (2) Staff Members to remain within the search area;**
-  Students and Visiting Teacher's in the group return to their Accommodation Site.
 -  All students accounted for using Class Lists.
 -  Remain in Accommodation Site.
-  Follow the direction of Emergency Services **AT ALL TIMES;**
-  Groups away from Centre contacted.
-  BSSOEC Manager (Chief Warden) prepares information statement for:-
 -  Groups at the Centre
 -  Parents and Principal/s of Visiting School/s
 -  Media
- Consult with police before any release.***
-  Contact Counselling Services.
-  Set up Residence Accommodation Site – regardless of visiting school – (unless The Residence is directly affected) for visitors.
 -  Designate a staff member to this area.
-  Set up The School Lounge Room or BSSOEC Office for Media
 -  Designate a staff member to media area.
-  Complete an Incident & Near Miss Report Form:-
 -  1 Copy to be kept at Blackwood Special Schools OEC Inc.; &
 -  1 Copy to be kept by the Visiting School.







LPG GAS LEAKAGE








-  **EVACUATE THE AREA IMMEDIATELY.**
-  Ensure the Chief Warden is notified;
-  Isolate the gas supply at the source (**if safe to do so**);
-  **ALL Accommodation Sites use LPG Gas. ALL Gas Bottles are Caged:-**

| THE SCHOOL | THE RESIDENCE | THE TENT SHELTER |
|---|---|---|
|  Western Side of Building |  Greendale – Trentham Road Gate Entrance |  Behind the Tent Shelter |

-  **Gas Gage Keys can be found in the Locked Hazardous Material Cupboard in the Kitchen;**

-  Notify the Fire Brigade by dialing:- **000**
-  Call Plumber to rectify the leakage as soon as possible:- 5368-6313
-  Notify Gas Supply Company (**Elgas 13 27 71**) – **24 Hours**;

| BSSOEC ELGAS CUSTOMER NUMBERS | | |
|--|--|--|
| THE SCHOOL | THE RESIDENCE | THE TENT SHELTER |
|  0350198537 |  0350035533 |  0350198537 |

-  Shut down air conditioning / ducted heating & recirculation fans to prevent the spread of any flammable or toxic gases;
-  Remove any ignition sources (**if safe to do so**). Turn off the electricity supply;
-  Report to Chief Warden regarding any actions taken;
-  Control the Evacuation to the Assembly Area (if required);
-  Remain at Assembly Area until further advised by Emergency Services.



POWER FAILURE



Notify the Chief Warden immediately;

In the event of Power Failure the Centre will experience loss of Lighting & Electrical Power Points affecting:-

- Fridges & Freezers
- Laundry Equipment
- Laptops
- Kitchen Appliances
- Other Personal Devices
- Electric Hot Water Unit **(Residence ONLY)**
- Ducted Heating **(Residence ONLY)**
- Electric Wall Heaters **(School ONLY)**
- Ceiling Fan **(School ONLY)**

Chief Warden will make every endeavour to determine the length of the blackout;

Origin Energy – Service Difficulties & Emergencies Phone Number:- **13 24 12**

BSSOEC ORIGIN ENERGY CUSTOMER NUMBERS

| THE SCHOOL | THE RESIDENCE | THE TENT SHELTER |
|---------------|---------------|------------------|
| 000 376 620 4 | 000 380 144 3 | 000 376 620 4 |

If necessary, but unlikely, the Chief Warden will arrange for a temporary power source;

If a Power Failure occurs the following facilities will not be affected:-


| THE SCHOOL | THE RESIDENCE | THE TENT SHELTER |
|-----------------------|---------------|-----------------------|
| Gas Stove | Gas Stove | Camp Fire |
| Gas Oven | Gas Oven | |
| Telephone | Telephone | Telephone |
| Water Supply | Water Supply | Water Supply |
| Gas Hot Water Service | | Gas Hot Water Service |
| Toilets | Toilets | Toilets |


If necessary, call the Electrician to help rectify the problem:- 0419 310-469




LIGHTNING





 **DO NOT USE THE TELEPHONE.** 80% of injuries are from telephone use – resulting in Shock, Hearing damage or Burns through the phone lines;

 If you hear thunder 10 seconds after a lightning flash, it is only 3 kilometres away – **FIND SHELTER URGENTLY;**

 Shelter in a Hard Top Vehicle or a Solid Building – **DO NOT SHELTER IN A TENT;**

 **NEVER SHELTER UNDER SMALL GROUPS OF TREES OR A SINGLE TREE;**

 If you are far from shelter, crouch (alone, feet together) preferably in a hollow, removing any metal objects. **DO NOT LIE DOWN;**

 If your hair stands on end, or, you hear “**BUZZING**” on nearby rocks, fences, etc. – **MOVE IMMEDIATELY.** At night a Blue Glow may show if an object is about to be struck;

 If in water – **LEAVE THE WATER IMMEDIATELY;**

In the Event of an injury resulting from lightning:-

 Ensure the Safety of Self & Group;

 Treat Victim as for the steps of Accident Management:-

 **D**anger – **R**esponse – **A**irway – **B**reathing – **C**irculation – **D**eadly **B**leeding.

Lightning Positions



Seated







Standing






WATER FAILURE



-  Notify the Chief Warden immediately;
-  Turn off the Campsite Water Supply at the Water Meter;
-  Campsite Water Meters are found at the following locations:-

| THE SCHOOL | THE RESIDENCE | THE TENT SHELTER |
|--|---|---|
|  Behind the Southern end of the Building |  At the Terrill Street Gate Entrance |  The School supplies Water to the Tent Shelter |

-  This will most likely be caused by a breakage in the pipe. If possible locate the breakage.
-  Call Plumber to rectify the leakage as soon as possible:- 5368-6313
-  Central Highlands Water Emergencies Phone Number:- **13 92 837**

| BSSOEC CENTRAL HIGHLANDS WATER CUSTOMER NUMBERS | | |
|---|---|---|
| THE SCHOOL | THE RESIDENCE | THE TENT SHELTER |
|  13-1681-0300-01-7 |  13-1681-0660-01-4 |  13-1681-0300-01-7 |











HAZARDOUS MATERIAL



 **EVACUATE THE AREA IMMEDIATELY.**



In the event of a Hazardous Material Spill:-

If the spill may give off toxic or noxious fumes:-

-  Call the Fire Brigade on:- **000** and notify Chief Warden;
-  Provide as much information about the hazardous material as possible;
-  Ventilate to the open air if possible;
-  Turn off air conditioning / ducted heating & recirculation fans;
-  **Notify ALL persons in the building to evacuate**, under instruction from the Chief Warden. **(Ensure the Assembly Area is UPWIND.)**
-  Control the evacuation to the Assembly Area (if required);
-  **DO NOT** attempt to re-enter the affected area;
-  Remain at the Assembly Area until advised by Emergency Services;

AND












If the spill is suspected flammable material:-

-  Remove any ignition sources **(if safe to do so)**;
-  **Evacuate ALL persons in immediate danger**, under instruction from Chief Warden **(ensure Assembly Area is 200 metres clear of the Hazard).**



TOXIC EMISSIONS

















-  **EVACUATE THE AREA IMMEDIATELY;**
-  Ensure the Chief Warden is notified;
-  Isolate or contain the emission by closing doors & windows (**if safe to do so**);
-  Notify the Emergency Services by dialling:- **000**
-  If possible identify the source of the emission and the product involved;
-  Shut down air conditioning / ducted heating & recirculation fans to prevent the spread of any flammable or toxic emissions;
-  Remove any ignition sources (**if safe to do so**). Turn off the electricity supply;
-  Report to Chief Warden regarding any actions taken;
-  Determine if anyone is contaminated & treat with appropriate First Aid;
-  Control the Evacuation to the Assembly Area (if required);
-  Remain at Assembly Area until further advised by Emergency Services.



STRANGER / PROWLER











-  Ensure the Chief Warden is notified;
-  All students to be supervised at all times;
-  Chief Warden to approach the Stranger / Prowler & determine their reasons for being there;
-  **AVIOD CONFRONTATION AT ALL TIMES;**
-  Stranger / Prowler to be requested to leave the property;
-  Notify the Emergency Services by dialling:- **000** if required;
-  Observe Stranger / Prowler from a distance;
-  Note full description of Stranger / Prowler:-

| | | | |
|--|---------|-----------|------------|
|  Height | Eyes | Hair | Complexion |
|  Scent | Sex | Clothing | Voice |
|  Approximate Age | Baggage | Jewellery | Colour |
|  Solo / Accompanied | | | |
|  Direction of Departure | | | |
|  Vehicle Registration | | | |



PERSONAL THREAT




-  Ensure that the Chief Warden is notified immediately;
-  Notify the Police by dialling:- **000** and requesting assistance;
-  Do not say or do anything that may encourage irrational behaviour;
-  Alert other Emergency Control Personnel in your vicinity;
-  Initiate Action to:-
 - (i) Restrict entry to the building if possible;
 - (ii) Confine or locate the threat from building occupants;
-  Report to Chief Warden regularly regarding the status of the occupants' safety;
-  Evacuation should be considered (**only if safe to do so**);
-  Have as many people as possible complete the "DESCRIPTION OF OFFENDER" Form.









EARTHQUAKES



-  Instruct occupants to keep away from windows and seek shelter under a table or desk;










After the Earthquake

-  Evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred as a result to an earthquake;
-  Any evacuation is to be cleared of trees, powerlines, buildings, etc.;
-  Isolate / shut off electricity, water and gas services;
-  Arrange medical assistance where required;
-  Report to the Chief Warden regarding the status of the occupants' safety and to seek instruction;
-  Tune in radios and follow emergency instructions.



FLOOD / SEVERE STORM





-  Store or secure all loose items external to the building, such as outdoor furniture, etc.;
-  Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances;
-  Utilise boards & sand bags if required;
-  Isolate / Shut Off Electricity, Water & Gas Services;
-  Protect valuables & disconnect electrical equipment – cover and/or move this equipment away from windows;
-  During a severe storm remain in the building and keep away from the windows;
-  Restrict the use of Telephone Landlines to **Emergency Calls Only** (this includes data calls via modems);
-  After the storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred as a result of the storm;
-  Report to Chief Warden regarding the status of the occupants' safety.






EXTREME WEATHER CONDITIONS




 **ALL ACTIVITIES TO BE IMPLEMENTED AT BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc. WILL BE MANAGED IN THE FIELD & ON A DAY TO DAY BASIS**

 Through open negotiation between Blackwood Staff & Visiting Staff

 **VISITING SCHOOLS WHO HAVE ARRANGED OFF-SITE EXCURSIONS / ACTIVITIES WILL BE RESPONSIBLE FOR THEIR OWN DECISION MAKING DURING EXTREME WEATHER CONDITIONS – AS TO:-**

-  Continue the Excursion / Activity;
-  Discontinue the Excursion / Activity; or
-  Cancel the Excursion / Activity

 Severe Weather is highlighted as the following according to the Adventure Activity Standards as issued by the Outdoor Recreation Centre Victoria Inc.:-



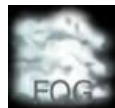
 **SEVERE WIND**



 **HOT**



 **COLD**



 **VISIBILITY**

EXTREME

TEMPERATURE



 **FIRE**



 **LIGHTNING STRIKE**



 **FLOOD**












Extreme Weather Chart











| EXTREME WEATHER CONSIDERATIONS / ACTIONS | Extreme Temperature | | | | | | Lightning Strike | Flood |
|--|---------------------|-----|------|------------|------|--|------------------|-------|
| | Severe Wind | Hot | Cold | Visibility | Fire | | | |
| Do Not Shelter Under Trees | ✓ | | | | | | ✓ | |
| Ensure All Loose Objects are Secure – ie clothing, campsite items | ✓ | | | | | | | |
| Extinguish All Campfires | ✓ | ✓ | | | ✓ | | | |
| Seek Sheltered Areas – ie Hut, Building, Shed | ✓ | | | | | | ✓ | |
| Move Away From High Risk Areas | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| CONSIDER CEASING OR MODIFYING CURRENT ACTIVITY | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Limit Driving to that which is Absolutely Necessary | ✓ | | | ✓ | ✓ | | ✓ | ✓ |
| Monitor River Levels | | | | | | | | ✓ |
| Stop Water Activities if you are Exceeding Recommended Flood Cut – Offs as issued by the Bureau of Meteorology | | | | | | | | ✓ |
| On a River – Do Not Continue Water Activities | | | | | | | | ✓ |
| Assess:- Debris, Turbidity of Water, Water Quality, Depth, Speed, Current & Base of Creek and/or Rover | | | | | | | | ✓ |
| Avoid Camping in Locations Likely to Experience Flash Flooding | | | | | | | | ✓ |
| Reassess the Suitability of Water for Drinking | | | | | | | | ✓ |
| Get Off Peaks & Ridges ASAP – Descend to Lower Ground | | | | | | | ✓ | |
| If you are Close to a Vehicle, Get Inside It, Close the Windows & Avoid Touching Metal | | | | | | | ✓ | |
| If you are in a forest, find an area that is protected by a wide area of uniform trees, the smaller the better | | | | | | | ✓ | |
| AVOID:- Shallows Caves, Overhangs, Rocky Outcrops, Towers, Tall Trees, Fences, Telephone Lines, Power Lines, Metal Objects, Single Large trees in the Open & All Bodies of Water | | | | | | | ✓ | |
| If on Water get off immediately & seek appropriate shelter | | | | | | | ✓ | |
| Take Into Account the Group – Skill Level, Experience, Equipment | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| It is too Adverse for the Group to Gain any Positive Learning | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Anyone is Showing Signs & Symptoms of a Cold Related Injury | ✓ | | ✓ | | | | | ✓ |
| Pre-Existing medical Conditions within the Group which may be Adversely Affected by Extreme Temperatures and/or Weather | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Consider Moisture (Humidity) for Hot Conditions & Wind Chill for Cold Conditions | ✓ | ✓ | ✓ | ✓ | | | | ✓ |
| Leader Takes Control of Navigation in Extreme Weather Condition | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| ALL TRIPS SHOULD BE MANAGED IN THE FIELD | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| HAVE FREQUENT REST, FOOD & WATER BREAKS | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| TOTAL FIRE BAN – Reassess the Activity | | | | | ✓ | | | |
| Fire Danger Index = 50 Results in Extreme Fire Danger Conditions | | | | | ✓ | | | |
| Consider Natural Fibre Clothing | | ✓ | | | ✓ | | | |
| Seek Local Advice & Knowledge to Assist You in Planning | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| REMAIN CALM | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |

Bushfire







-  What to do if a leader spots smoke in the field:
 -  If it is safe, stop, observe the fire and assess the following:
 -  Where is the fire?
 -  How big is the fire?
 -  In what direction is the fire moving? (What direction is the smoke blowing?)
 -  Can you tell how fast is the fire moving?
 -  Contact an appropriate local authority such as the CFA or land manager and report any smoke or fire you can see from your position. With this information you receive, you can then make an informed plan.
 -  If necessary, take immediate evasive action. Move to a safer location.
 -  Once at the safer, contact Blackwood Special Schools Outdoor Education Centre Inc. to inform them of your new position and what assistance, if any, you require





If threatened by bushfire:

-  Where is the fire?
-  Remain calm
-  Beware of radiant heat and smoke
-  Cover all exposed skin
-  Do not wear any synthetic material
-  Make a clear plan that everyone understands and stick to it
-  Avoid wandering or driving around
-  Find an open area or an area with low fuel, e.g. already burnt ground

When moving:






-  Move *out of the path* of the front of the bushfire. The safest location may be towards the rear of the fire
-  Move *across* any slopes
-  Move *downhill* as fire and smoke move very fast uphill
-  If you need to move faster, consider leaving backpacks and other loads, and carry only life essentials including communications, first aid kit and water

Avoid:

-  Trying to out-run the fire
-  Travelling uphill
-  Going through flames, even low flames
-  Above ground water tanks (they boil)


-  **If you cannot avoid the fire, protect yourself from radiant heat by lying face down under an embankment, rock, loose earth, or in a hollow, or if possible get into a pond, dam or stream.**

If threatened by a bushfire while driving:


-  Do not drive in or near bushfires
-  If caught in one, do not drive through flames or smoke
-  Stop at a clearing or by the roadside in a low vegetation areas
-  Turn off ignition, turn on hazard lights and headlights
-  Stay inside unless near safe shelter. Keep vents, windows and doors closed. Lie down below window level, under a woollen blanket (if available), until the fire passes




Lightning Strike

 There are two basic rules for lightning strikes:






1. The 30/30 rule

 This means if there is 30 seconds or less from the lightning flash to the 'bang', you are in danger and should move to safer ground. Then wait at least 30 minutes after the last bang before you may assume it is safe to continue with the activity.







2. The 15 second rule

 This means if there is 15 seconds or less from the lightning flash to the 'bang', you should get into a 'lightning safe' position (see below).

If you are in danger, i.e. where the 30/30 rule applies, then:

-  Suspend all outdoor activities and seek safer ground
-  Try to get off peaks and ridges as soon as possible; descend to lower ground
-  If possible find an enclosed structure, e.g. a hut
-  If you are close to a vehicle, get inside it, close the windows and avoid touching metal
-  If you are in a forest, find an area that is protected by a wide area of uniform trees, the smaller the better

'Lightning Position'

-  Take off any backpack or similar load
-  Remove, and stay away from, all metal objects
-  Spread the group out, 15 metres apart, to reduce risk of multiple injuries.
-  Ensure you maintain communication within the group
-  Crouch down, feet and knees together, put your head down, cover ears with hands and try and make yourself the smallest target possible while minimizing your contact with the ground
-  If anyone is struggling to maintain this position, use a rolled up mat, stuffed sleeping bag or bag of clothes to sit on



Lightning Position – Seated



Lightning Position - Standing



BOMB THREATS



In the event of receiving a Telephone Bomb Threat:-

The recipient should keep the caller talking (**DO NOT HANG UP AT ANY TIME**), and note as many details as possible on the **BOMB THREAT CHECKLIST**;

Important Details Include:-

- Exact wording of the Threat;
- Location of the Device;
- Time of Detonation;
- Sex & other details of the Caller – such as estimated age;
- Details of:- Speech, Accent, Delivery & Background Noises.

Action to be taken by the Recipient:-

Complete **BOMB THREAT CHECKLIST** (**DO NOT HANG UP THE PHONE**);

Notify Chief Warden who will notify the Police by dialling:-

000

DO NOT do or say anything that may encourage irrational behaviour;

The Chief Warden will take any further action required.



BOMB THREATS (continued)



Action to be taken by Chief Warden:-

- Call the Police on:- **000**
- DO NOT** say or do anything that may encourage irrational behaviour;
- The Chief Warden will organise a routine search based on the information available;
- The search should be conducted systematically, concentrating on the most likely places such as:-
 - Rest Rooms Equipment Rooms
 - Stairwells Fire Hose Cabinets
 - Potted Plants Ceilings – especially where tiles are out of place
- Ensure that doors are left **OPEN**;
- DO NOT touch any suspicious object found**;
- Personnel are to Report to the Chief Warden after completion of search;
- If a suspicious object is found, or if the threat specifically identifies a given area, then Evacuation may be considered.















IF A SUSPECTED EXPLOSIVE DEVICE IS FOUND:-

1. **DO NOT TOUCH.**
2. **CLEAR THE AREA.**
3. **NOTIFY THE CHIEF WARDEN IMMEDIATELY.**
4. **FOLLOW THE DIRECTIONS GIVEN.**
5. **PREVENT ALL PERSONS FROM ENTERING THE AREA WHERE THE DEVICE IS LOCATED**



ACTION CARD for BSSOEC MANAGER (CHIEF WARDEN)



1. Record details of the incident.
 -  Location
 -  Nature
 -  Name of person reporting
 -  Number and names of persons involved
 -  Time
 -  Contact phone number if incident away from Centre.
2. Verify all details.
3. Contact Emergency Services.
- 4 (a). Secure field situation by:-
 -  Evacuate to the Residence Accommodation Site or Area designated by Emergency Services if necessary
 -  Inform Centre – blow whistles and/or send messenger
 -  Announce Action – Staff Briefing
 -  Advise Students & Staff to move to The Residence Accommodation Site or other designated area determined by Emergency Services
- (b) Direct Staff to mark rolls and account for all Students once at Assembly Area.
- (c) Account for all Staff on site including Contractors and Visitors.
- (d) Maintain Staff and Student welfare. (eg. Duty times, rests).
- (e) Decide when it is safe for return to normal routine or if further Evacuation is necessary
5. Contact DEECD (03) 95896266.
6. Notify -
 -  Regional Manager of Department of Education
 -  BSSOEC Committee President
 -  Principal/s of Visiting School/s
 -  Parents of participants (after confirmation with Principal/s of Visiting Schools)
7. Prepare Media Statement. (See Action card ‘Managing the Media’).
8. Monitor Staff and Student welfare. Form support teams
9. Appoint person to monitor BSSOEC Manager’s (Chief Warden’s) welfare








IN AN EMERGENCY ACTION CARD **THE SCHOOL ACCOMMODATION SITE**



1. Notify a BSSOEC Staff Member about an Emergency observed by you.

STUDENTS

-  Vacate ALL Rooms & Buildings
-  DO NOT collect belongings
-  If in Dorm leave through hallway via:-
 - ✓ Hallway Doors
 - ✓ Laundry, or
 - ✓ Dining Room
-  Move to the selected Assemble Area as directed by Staff
-  **DO NOT LEAVE THE DESIGNATED EVACUATION POINT**

TEACHERS

Designated School Accommodation Site Evacuation Points











| ACCOMMODATION SITE | | EMERGENCY ASSEMBLY POINT |
|--------------------|-----------|--------------------------|
| The School | PRIMARY | The Basketball Ball Ring |
| | SECONDARY | The Tent Shelter |
| | TERTIARY | The Residence |

School Fire Extinguisher Locations & Types

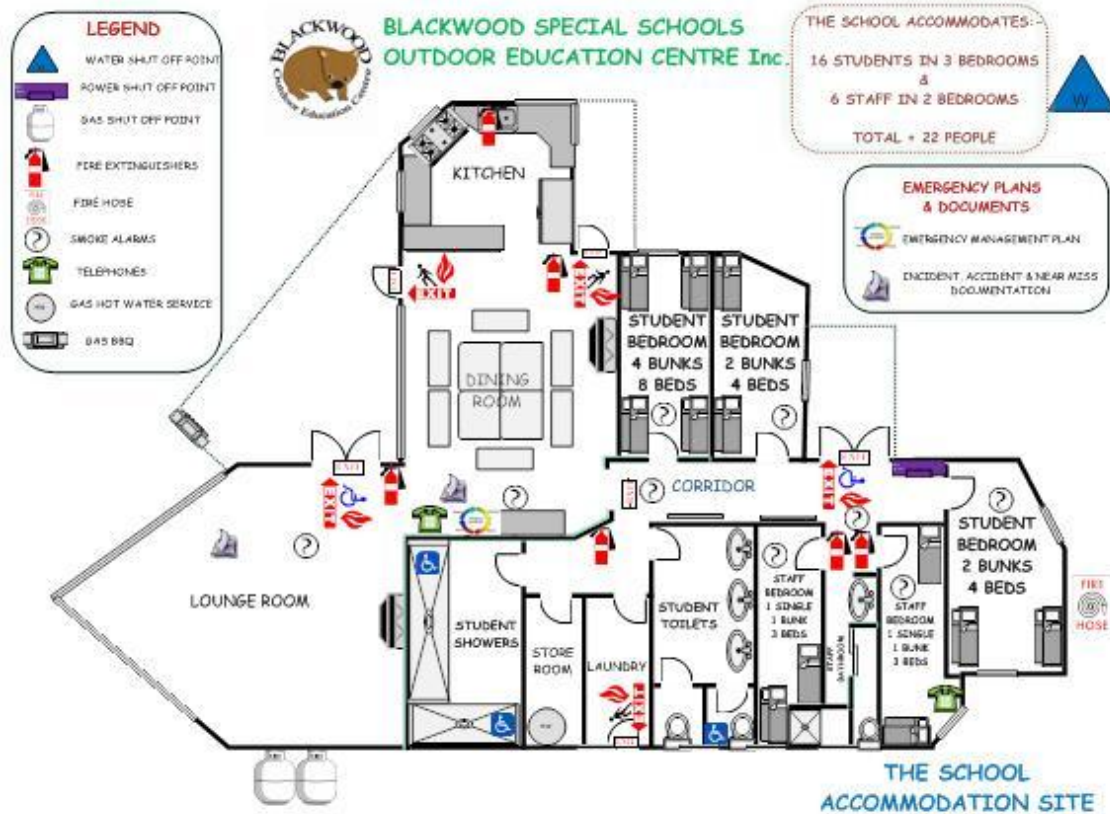
| ACCOMMODATION SITE | ROOM | EXTINGUISHER TYPE |
|--------------------|------------------------|----------------------------|
| The School | Kitchen | Fire Blanket |
| | | Dry Chemical A:B (E) Class |
| | Dining Room | Water |
| | Lounge | Water |
| | Opposite Laundry | Dry Chemical A:B (E) Class |
| | Outside Staff Bedrooms | Powder A:B (E) |
| | | Water |



-  Clear ALL rooms & buildings if safe to do so
-  Collect YOUR Student & Staff List
-  Take Roll call of ALL Students & Staff
-  If BSSOEC Manager instructs contact:-
 -  Fire Brigade
 -  Contact YOUR Principal

-  Wait further Instructions
-  **DO NOT LEAVE YOUR EVACUATION POINT UNLESS UNSAFE TO STAY THERE**












IN AN EMERGENCY ACTION CARD **THE RESIDENCE ACCOMMODATION SITE**



1. Notify a BSSOEC Staff Member about an Emergency observed by you.

STUDENTS

-  Vacate ALL Rooms & Buildings
-  DO NOT collect belongings
-  If in Dorm leave through hallway via:-
 - ✓ Rear Exit Door
 - ✓ Entrance at the top of the stairs, or
 - ✓ The 2 Lounge Room Exits
-  Move to the selected Assemble Area as directed by Staff
-  **DO NOT LEAVE THE DESIGNATED EVACUATION POINT**

TEACHERS

Designated Residence Accommodation Site Evacuation Points









| ACCOMMODATION SITE | EMERGENCY ASSEMBLY POINT | |
|--------------------|--------------------------|----------------------------------|
| The Residence | PRIMARY | BSSOEC 4WD Shed on Warner Street |
| | SECONDARY | The School |
| | TERTIARY | The Tent Shelter |

Residence Fire Extinguisher Locations & Types

| ACCOMMODATION SITE | ROOM | EXTINGUISHER TYPE |
|--------------------|------------------------|----------------------------|
| The Residence | Kitchen | Fire Blanket |
| | | Dry Chemical A:B (E) Class |
| | Entrance off Staircase | Water |
| | Laundry | Dry Chemical A:B (E) Class |
| | | Water |

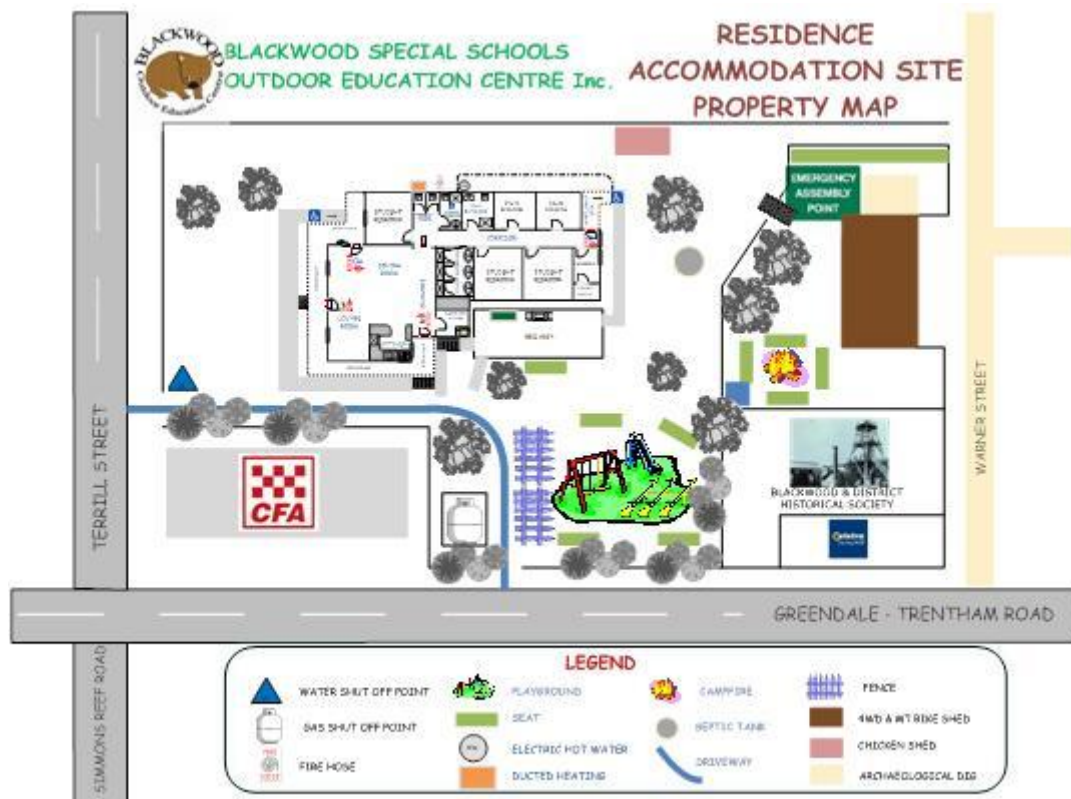
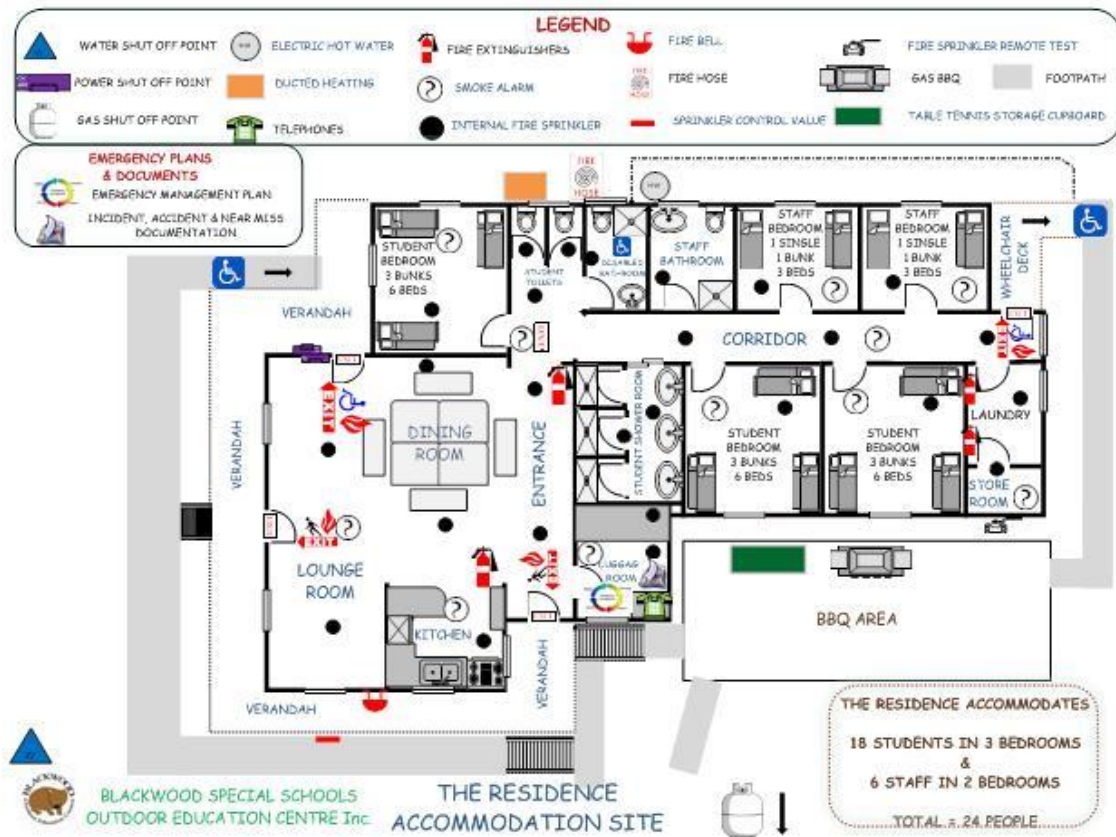


-  Clear ALL rooms & buildings if safe to do so
-  Collect YOUR Student & Staff List
-  Take Roll call of ALL Students & Staff
-  If BSSOEC Manager instructs contact:-
 -  Fire Brigade
 -  Contact YOUR Principal

-  Wait further Instructions

-  **DO NOT LEAVE YOUR EVACUATION POINT UNLESS UNSAFE TO STAY THERE**







IN AN EMERGENCY ACTION CARD **THE TENT SHELTER ACCOMMODATION SITE**



1. Notify a BSSOEC Staff Member about an Emergency observed by you.

STUDENTS

-  Vacate ALL Tents & Buildings
-  DO NOT collect belongings
-  If in the Shelter leave through Dining Area via:-
 - ✓ The 2 front entrances, or
 - ✓ The small rear exit door
-  Move to the selected Assemble Area as directed by Staff
-  **DO NOT LEAVE THE DESIGNATED EVACUATION POINT**

TEACHERS

Designated Tent Shelter Accommodation Site Evacuation Points











| ACCOMMODATION SITE | EMERGENCY ASSEMBLY POINT | |
|--------------------|--------------------------|--|
| The Tent Shelter | PRIMARY | Activity Hut in Front of the Yabby Dam |
| | SECONDARY | The School |
| | TERTIARY | The Residence |

Tent Shelter Fire Extinguisher Locations & Types

| ACCOMMODATION SITE | ROOM | EXTINGUISHER TYPE |
|--------------------|----------------------|----------------------------|
| The Tent Shelter | Kitchen | Fire Blanket |
| | | Dry Chemical A:B (E) Class |
| | Dining / Lounge Area | Water |



-  Clear ALL Tents & Buildings if safe to do so
-  Collect YOUR Student & Staff List
-  Take Roll call of ALL Students & Staff
-  If BSSOEC Manager instructs contact:-
 -  Fire Brigade
 -  Contact YOUR Principal
-  Wait further Instructions
-  **DO NOT LEAVE YOUR EVACUATION POINT UNLESS UNSAFE TO STAY THERE**



THE TENT SHELTER ACCOMMODATES:-

TOTAL = 22 PEOPLE

IN

8 X 2 PERSON SAFARI TENTS
&
2 X 3 PERSON SAFARI TENTS

LEGEND

- POWER SHUT OFF POINT
- GAS SHUT OFF POINT
- TELEPHONES
- EMERGENCY MANAGEMENT PLAN

- FIRE EXTINGUISHERS
- FIRE HOSE
- GAS HOT WATER SERVICE
- INCIDENT, ACCIDENT & NEAR MISS DOCUMENTATION



BLACKWOOD SPECIAL SCHOOLS
OUTDOOR EDUCATION CENTRE Inc.

THE
TED TURNER
TENT SHELTER





THE
TED TURNER
TENT SHELTER
PROPERTY MAP

GREENDALE - TRENTHAM ROAD



IN AN EMERGENCY ACTION CARD **VISITING STAFF**



1. Notify Emergency Service
 **DIAL 000**
2. Notify the BSSOEC Staff about an Emergency observed by you or your students (office).
- 2a. If Emergency occurs after hours – use the Emergency Phone Numbers list to call BSSOEC Manager (Chief Warden).
This list is located next to every telephone in the Centre.
3. If a warning signal is sounded, Evacuate the building via the nearest exit which moves you away from the danger zone.
 **TAKE STUDENT LISTS WITH YOU.**
4. Check toilets and common rooms on the way out providing that it does not put you in greater danger.
5. Check that all bedrooms have been vacated providing that it does not put you in greater danger.
6. **If safe to do so**, close all doors and windows.
 Turn off electrical appliances.
7. Assembly areas are:-

| ACCOMMODATION SITE | | EMERGENCY ASSEMBLY POINT |
|-------------------------|------------------|---|
| The School | PRIMARY | The Basketball Ball Ring |
| | SECONDARY | The Tent Shelter |
| | TERTIARY | The Residence |
| The Residence | PRIMARY | BSSOEC 4WD Shed on Warner Street |
| | SECONDARY | The School |
| | TERTIARY | The Tent Shelter |
| The Tent Shelter | PRIMARY | Activity Hut in Front of the Yabby Dam |
| | SECONDARY | The School |
| | TERTIARY | The Residence |



Await instructions from BSSOEC Manager (Chief Warden). Monitor students for effects of heat or cold if Evacuation is likely to be prolonged.



ACTION CARD FOR BSSOEC STAFF **GENERAL EMERGENCY**




NOTIFICATION

1. Notify Emergency Services. (Numbers next to phone).
2. Notify BSSOEC Manager immediately an Emergency is observed by you or your Students.
3. A warning signal will be broadcast. (Whistle)

EVACUATION:- If the Warning Signal is sounded then take the group to the Assembly Area immediately.





| ACCOMMODATION SITE | | EMERGENCY ASSEMBLY POINT |
|--------------------|-----------|--|
| The School | PRIMARY | The Basketball Ball Ring |
| | SECONDARY | The Tent Shelter |
| | TERTIARY | The Residence |
| The Residence | PRIMARY | BSSOEC 4WD Shed on Warner Street |
| | SECONDARY | The School |
| | TERTIARY | The Tent Shelter |
| The Tent Shelter | PRIMARY | Activity Hut in Front of the Yabby Dam |
| | SECONDARY | The School |
| | TERTIARY | The Residence |

4. Instructions will be given to those assembled following the Warning Signal.
5. If away from Centre with a group – call the Office as soon as possible and detail your situation & location – instructions concerning what to do will follow.

 If you are not with a group of Students, you must Report to the Office for further instructions.

6. If Evacuating a group from the Buildings and **it is safe to do so**, check all rooms, close windows and doors and turn off Electrical Appliances and Gas Appliances.
7. **ONLY SHUT OFF GENERAL POWER IF ABSOLUTELY NECESSARY**

WHEN SAFELY AWAY FROM DANGER ZONE

8. Mark attendance roll for the group.
9. Ensure that Students remain in their group. Stay with the group but if possible leave the Visiting Teachers with the group to supervise them and Report to Office for further instructions.
10. Students are not to be dismissed or released to a parent or other adult without the specific authority of the BSSOEC Manager (Chief Warden).
11. If a Student is released to a parent or other adult, record:-
 -  The name of the Student;
 -  The name of the Adult;
 -  Destination; and
 -  Time of release.



ACTION CARDS FOR SPECIFIC EMERGENCIES




DAYS OF TOTAL FIRE BAN



1. The BSSOEC Manager (Chief Warden) or delegate will notify staff when a day of Total Fire Ban has been declared by the appropriate Authority.
2. The BSSOEC Manager (Chief Warden) will ensure that the refuge, ie. the Dining Room is prepared for use in case of an Emergency, see check list attached which is also located on the Kitchen Fridges.
3. The BSSOEC Manager (Chief Warden) will ensure that Fire Fighting Equipment is operational and that staff know the whereabouts and basic techniques of use should this be required.

FIRE EXTINGUISHERS & LOCATIONS



| ACCOMMODATION SITE | ROOM | EXTINGUISHER TYPE |
|-------------------------|-------------------------------|-----------------------------------|
| The School | Kitchen | Fire Blanket |
| | | Dry Chemical A:B (E) Class |
| | Dining Room | Water |
| | Lounge | Water |
| | Opposite Laundry | Dry Chemical A:B (E) Class |
| | Outside Staff Bedrooms | Powder A:B (E) |
| The Residence | | Water |
| | Kitchen | Fire Blanket |
| | | Dry Chemical A:B (E) Class |
| | Entrance off Staircase | Water |
| The Tent Shelter | Laundry | Dry Chemical A:B (E) Class |
| | | Water |
| | Kitchen | Fire Blanket |
| The Tent Shelter | | Dry Chemical A:B (E) Class |
| | Dining / Lounge Area | Water |
| 4WD | Behind Driver's Seat | Chemical 2A:30B (E) Class |
| 4WD Shed | Right of Entrance Door | Dry Chemical A:B (E) Class |
| School Workshop | Left of Entrance Door | Dry Chemical A:B (E) Class |
| BSSOEC Office | Storeroom Door Frame | Dry Chemical A:B (E) Class |



4. ***No Activities will be conducted in the Wombat & Lerderderg State Forests or Werribee State Park.***
 -  Activities around the Centre – or Blackwood Oval – will only be utilised.
 -  BSSOEC Staff will carry UHF walkie talkie to maintain communication
5. The Centre vehicle will be available to assist Evacuation if this action is required.
 -  If vehicle is being used offsite, it will be available to assist visiting Students & Staff at the Offsite Activity (Blackwood Oval – ONLY)
6. The BSSOEC Manager (Chief Warden) or delegate will seek information on local fire conditions from the CFA before approving activities at the Blackwood Oval.
7. All UHF radios will be charged and available.
8. The BSSOEC Manager (Chief Warden) or delegate will only permit buses to depart on the advice of the POLICE and/or other Emergency Services.





EMERGENCY ACTION CARD **DEATH OF A STUDENT OR STAFF MEMBER**









1. Contact BSSOEC Manager (Chief Warden)/office.
 Record all details – (Managing School Emergencies p.38).
 Body will be left at scene for Police Investigation.

2. If at Centre follow Evacuation Procedure.
 Move to a separate & preferably vacant Accommodation Site
 Smaller groups may move into the Office accompanied by Visiting Teachers


2. If away from Centre, remove group from the deceased.
 Monitor Visiting Teacher's and group for shock.
 Liaise with Centre to get group back to BSSOEC.

4. All staff report to BSSOEC Manager (Chief Warden) Office once welfare of group is organised.

5. BSSOEC Manager (Chief Warden) delegates tasks -
 -  Informing all Staff (MSE p.43)
 -  Informing all Students (MSE p.45)
 -  Informing DEECD
 -  Informing visiting School's Principal
 -  Informing BSSOEC Committee President
 -  Informing Media (MSE p.70-72)

- NOTE: Police responsible for informing Next of Kin.**

6. Set up Residence Accommodation Site – regardless of visiting school – (unless The Residence is directly affected) for Visitors to assemble.






7. Set up BSSOEC Office for Media
 Designate a Staff Member to Media Area.

8. Organise Post Trauma Counselling.



EMERGENCY ACTION CARD
ABDUCTION OF A PERSON FROM THE CENTRE.




1. Follow Evacuation Procedure.
 Move students to Assembly Area.
2. Students supervised by at least one Visiting Teacher from each School remaining at Assembly Area. Ensure security of this area.
3. Notify Emergency Services – Police.
4. Contact DEECD Emergency Number.
5. Contact Counselling Service.
6. Search for person to be conducted by Police.
7. Remove witnesses (if any) to BSSOEC Manager (Chief Wardens) Office for information and counselling.
 Police interview see (Schools of Future Reference Guide 4.6.2.17 & 4.6.2.18)
8. BSSOEC Manager (Chief Warden) prepares statements for the Group in Centre, Parents, Principal/s of Visiting Schools and for the Media.
 Consult Police before any release.
9. Follow up Counselling.
10. Set up Residence Accommodation Site – regardless of visiting school – (unless The Residence is directly affected) for visitors.
 Designate a Staff Member to this area.
11. Set up The School Lounge Room or BSSOEC Office for Media
 Designate a Staff Member to Media Area.




VEHICLE ACCIDENT





NOTIFICATION:

1. Notify Police and Emergency Services.
2. Notify BSSOEC Manager (Chief Warden) immediately.
3. BSSOEC Manager (Chief Warden) or delegate to notify Emergency Personnel within DEECD.
 Record all details (MSE p.38).

AT SCENE:

1. Ensure safety of all.
2. Leader appointed by BSSOEC Staff to remove uninjured personnel to nearby safe area.
 Record all evacuees.
3. Ensure safe delivery of personnel back to Centre.
4. Liaise with Centre regarding these arrangements.

AT CENTRE:

1. If it's a minor accident & activities are in progress proceed unless Staff recalled for Emergency Management.
2. If Staff need to assist all Students to be taken to their Accommodation Site and supervised by at least one Visiting Teacher from each School.
3. Individuals involved in accident but not taken to medical facilities, to be taken to unoccupied Accommodation Site – if available – or BSSOEC Office, which has been made ready with blankets, pillows and First Aid Materials. (See supporting students (MSE p.48).
4. All Students must be accounted for using lists.
5. All BSSOEC Staff not on duty or freed from group report to BSSOEC Office.
6. Counselling Personal to be contacted.
7. Set up Residence Accommodation Site – regardless of visiting school – (unless The Residence is directly affected) for visitors.
 Designate a staff member to this area.
8. Set up The School Lounge Room or BSSOEC Office for Media
 Designate a staff member to media area.



MEDIA MANAGEMENT



- 🐘 Designate a Media Conference Room;
 - 🐘 Primary – The School Accommodation Site Lounge Room
 - 🐘 Secondary – The Residence Accommodation Site Lounge Room
 - 🐘 Tertiary – The Office
- 🐘 Delegate a Media Liaison – usually the Chief Warden;
- 🐘 In consultation with Emergency Services create a Media Release – **this MUST BE approved by the Chief Warden / BSSOEC President;**
 - 🐘 *Paragraph 1.* Briefly outline the verified facts.
 - 🐘 *Paragraph 2.* Outline what the school has done to assist those affected.
 - 🐘 *Paragraph 3.* Outline support and recovery arrangements
- 🐘 Include a name and contact number for the Centre – BSSOEC Manager (Chief Warden). Fax a copy to media enquirers.
- 🐘 Do not offer opinions or interpretations or feelings. Stick to the statement;
- 🐘 If handling media is difficult, refer all enquires to Department of Education Regional Office, or Department of Education Emergency Management Unit. (03) 95896266;
- 🐘 Statements prepared by BSSOEC Manager (Chief Warden) for:-
 - 🐘 Informing all Staff (MSE P.43)
 - 🐘 Informing Students (MSE p.45)
 - 🐘 Informing Parents
 - 🐘 Informing Media (MSE p.70-72)
- 🐘 Interviews given only by the BSSOEC Manager (Chief Warden).
 - 🐘 Prior to interview establish main points that Centre wants to communicate. (See point 3 above).
 - 🐘 Respond but don't answer questions. Focus on main points only.

Appendix 1:- Initial Emergency Record

Date:- _____ / _____ / _____

Time of notification:- _____

Name of person taking the call:- _____

Position:- _____

Name of person reporting the incident:- _____

Contact telephone number:- _____

DETAILS (describe the incident in as much detail as possible describing who was involved, how, where and when it occurred, who is injured, nature and extent of injuries, where is everyone now, what action is being taken to help)

IMMEDIATE ACTIONS REQUIRED - NOTIFICATIONS

| | YES | NO | |
|---|--------------------------|--------------------------|------------------|
| BSSOEC Manager | <input type="checkbox"/> | <input type="checkbox"/> | Time:-_____ |
| Emergency Services (if Required) | <input type="checkbox"/> | <input type="checkbox"/> | Time:-_____ |
| Circle which Emergency Service:- | Police | Fire | Ambulance SES |
| Department of Education Regional Office | <input type="checkbox"/> | <input type="checkbox"/> | Time:-_____ |
| Department of Ed Emergency Management | <input type="checkbox"/> | <input type="checkbox"/> | Time:-_____ |
| Visiting Staff | <input type="checkbox"/> | <input type="checkbox"/> | Time:-_____ |
| Visiting School Principal | <input type="checkbox"/> | <input type="checkbox"/> | Time:-_____ |
| BSSOEC Committee President | <input type="checkbox"/> | <input type="checkbox"/> | Time:-_____ |

Appendix 2:- Emergency Message Record

Date:- _____ / _____ / _____ Time:- _____

Message from:- _____

Action required:- ☐ _____

Completed:- ☐ _____

Message taken by:- _____

Date:- _____ / _____ / _____ Time:- _____

Message from:- _____

Action required:- ☐ _____

Completed:- ☐ _____

Message taken by:- _____

Date:- _____ / _____ / _____ Time:- _____

Message from:- _____





Action required:- ☐ _____

Completed:- ☐ _____









Message taken by:- _____

Appendix 3:- Informing Staff

Having verified information:



-  Provide Teachers and ancillary staff with a brief outline of the incident
-  Provide a brief factual outline to others within the Centre Community on a **need-to-know** basis
-  Inform Staff as soon as possible about a Serious Emergency involving Death or Injury
-  Inform Staff about arrangements for holding a briefing meeting before informing Students

The Emergency Staff meeting presents an opportunity to provide known facts, dispel rumours and to establish a common reference base. It also provides an opportunity to outline the preliminary Recovery Management Arrangements.

-  Verify and restate factual information about the incident, so that Staff can understand what has happened and the information will **sink in**
-  Talk with Staff about the reactions they may experience
-  Outline Recovery Management Arrangements
-  Inform Staff about procedures for dealing with the Media
-  Discuss procedures to be followed by Staff during the day
-  Discuss guidelines for informing their Students and ways of answering questions from Students
-  Provide Teachers with a written summary for use as a reference when discussing the incident with Students
-  Ensure that Staff have time to have their questions answered and to talk about the incident amongst themselves.

Certain Teachers or Staff Members may require special help, for example those who were close to the victim or who had recently disciplined the deceased. These Staff Members should not be expected to deal with the emotional problems of Students if they are having difficulty managing their own response. Those Teachers who feel uncomfortable with discussing the event should be assisted by a recovery team member or a peer or have such a person inform their class for them.









At the end of the day

-  Meet with Staff to review the day, to allow Staff to share the trauma of the day, and identify Students at risk
-  Ensure that School Emergency Team Members are available to offer support and guidance.






Appendix 4:- Informing Students

The Accommodation Site setting enables Teachers to monitor individual reactions within a supportive environment. Death, injury or other significant emergencies are usually more effectively managed in a familiar setting. Teachers should establish a climate of open communication to help Students work through issues such as unresolved conflicts which traumatic events may cause to resurface.





















BSSOEC Manager or BSSOEC Committee President






-  Contact the Police to ascertain what information may be released
-  With full Police permission – contact the bereaved family to ascertain what information may be released
-  Prepare a factual written statement, without graphic detail, for use as a reference by Teachers when discussing the incident with Students
-  Determine whether to tell Students about the incident at a whole School Assembly, as individuals or one group depending upon the nature of the incident
-  Discuss with Teachers who feels uncomfortable raising the event with Students and arrange for support from another Teacher or a Member of the Recovery Team
-  Identify Staff who may be too distraught to be with the Students during this process
-  Inform Students soon after briefing Staff
-  Ask Teachers to mark a roll to identify who has been informed and who has not

Teachers



















-  Provide a factual account of the incident, in a way that ensures that everyone hears the same information
-  Limit speculation and rumour by providing factual and relevant information about the incident
-  Inform Students about the location of Counselling Services and Recovery Rooms
-  Inform Students about arrangements for memorial services, funerals and appropriate ways to express condolences
-  Outline arrangements for the day

Appendix 5:- Managing the Media

-  School personnel need to be aware that any incident which combines injury with children is likely to interest the media.
-  Electronic and print media will take every opportunity to fulfil their legitimate role in providing public information.
-  **In many cases, media will be at an emergency affecting a school group before personnel at the school know there is an emergency.**
-  Sensationalising events can have adverse effects on the recovery process and may in fact create trauma for some people.
-  **News crews and journalists may be expected to use any means at their disposal to obtain a story if school personnel refuse to talk to them.**
-  Schools need to actively control the media:-
 -  Coordinate media requests for information;
 -  Issue media releases;
 -  Schedule press conferences; and
 -  Nominate someone to take part in interviews.
-  In return for providing scheduled taped and on camera interviews, the media will normally respond favourably to school requests to refrain from uninvited interviews of Students or Parents in the School Grounds.
-  **Schools can often use the media productively to assist recovery efforts when the initial Emergency is over.**
-  **In many cases, the Police will assume responsibility for media liaison.**
-  Before School Personnel agree to providing interviews, it is important to check whether it is appropriate and what information can be discussed publicly.
-  In general, School Personnel should restrict comment to:-
 -  The Emergency itself;
 -  The reaction of the School Community; and
 -  The support mechanisms in place to assist Staff and Students.
-  Department of Education policy should not be discussed.
-  **Prepare a Media Release containing about three paragraphs that has been verified for accuracy and checked with Police and Family**

-  Paragraph 1 **Briefly outlines the verified facts**
-  Paragraph 2 **Outline what the school has done to assist those affected**
-  Paragraph 3 **Outline support and recovery arrangements**
-  Include a name and contact number for the School Media Coordinator
-  Fax the release to chiefs of staff of major media outlets

Coordinating Media Coverage

-  Nominate someone to coordinate all media enquiries
-  Instruct Staff to refer media requests to the Centre's Media Coordinator
-  Nominate someone with media presence who can provide on camera interviews such as the BSSOEC Manager or BSSOEC Committee President
-  Confirm with Police Media Liaison or Department of Education staff whether the Centre is authorised to provide media comment
-  Liaise with the Family about any statements made to the media
-  Establish rules for interviews which exclude discussion of policy matters and limit comment to the Emergency and the School Response
-  Brief Staff, Students and Parents, if possible, about probable media coverage
-  Set rules for dealing with persistent Media
-  Fax an initial media release to chiefs of staff of major media organisations
-  Obtain a media contact list from the Emergency and Security Management Branch
-  Issue regular media releases containing updated information
-  Keep a record of media enquiries
-  Offer scheduled interviews and press conferences in return for media commitment not to seek uninvited access to Staff, Students or Parents
-  Provide Media with story ideas which minimise distress to the Centre emphasising positive recovery activity being undertaken such as the use of trauma counsellors
-  Negotiate accepted areas for filming such as the school boundary, outside of church at funerals but not within
-  Check that information provided to the media does not conflict with court requirements or Police investigations
-  Keep a scrap book of newspaper clippings and videos of media coverage
-  Anticipate renewed media interest arising from anniversaries, similar events, court cases.

Appendix 6:- (Schools of Future Reference Guide 4.6.2.17 & 4.6.2.18)

4.6.2.17 The role of the Victoria Police

All notifications of child abuse and neglect must be made to the Department of Human Services. The Police Sexual Offences and Child Abuse Units (SOCA) have a significant role in the child protection network. Protocols between Police and Department of Human Services Child Protection require that each agency notifies the other about cases of suspected assault or child abuse.

If reasonable grounds exist for believing that a child has been sexually abused or has suffered significant harm as a result of physical injury criminal charges may be involved and these cases involve joint investigative work between the Police and the Department of Human Services protective workers.

The Police and the Department of Human Services protective workers have powers under the *Crimes (Family Violence) Act 1987* to use intervention orders to remove perpetrators of abuse from the home thereby enabling children to remain safely at home.




4.6.2.18 Providing information to police

At times, Teachers and Principals are required to provide Police with information and assistance during an investigation, School Staff should ensure that Police are provided with full cooperation at all times.

During or after an investigation, Police may ask Teachers or Principals for a statement relating to a mandatory report and the subsequent criminal investigation. Teachers and Principals should be aware that, as mandatory notifiers, they are not required to provide a statement to Police relating to the reasons or beliefs leading to their mandatory report.

Statements are only required if mandatory notifiers have directly witnessed abuse or have direct factual knowledge of what has occurred.

Appendix 7:- Short-Term Tasks—within the First Twenty-Four Hours

-  Set aside five minutes to calm down and collect your thoughts
-  Implement the School Emergency Plan
-  Consider the level of response that might be required, and discuss possible responses with others.

Immediate tasks

- ☐ Notify the Emergency and Security Management Branch by telephone on 9589 6266. This will ensure that the regional office is notified and that guidance officers and social workers are notified
- ☐ Notify the Emergency Services using their Emergency Numbers
- ☐ Ensure that Staff and Students are safe from injury or harm
- ☐ Record details on the *Initial Emergency Record* and *Emergency Message Record* forms
- ☐ Establish a Centre Emergency Team to coordinate the response
- ☐ Allocate responsibilities to individual Staff
- ☐ Allocate responsibility for Evacuation and Assembly of Staff and Students
- ☐ Allocate responsibility for Management of Information including telephone calls
- ☐ Allocate responsibility for coordinating Media Requests for information
- ☐ Allocate responsibility for provision of information to Parents who arrive at the Centre
- ☐ Coordinate routine Centre Activities including the Teacher involvement
- ☐ Notify Teachers and ancillary Staff about the Emergency
- ☐ Notify Parents of Students
- ☐ Establish a recovery room for affected Students and a waiting room for Parents
- ☐ Inform Students within the Centre
- ☐ Ask for Staff volunteers to monitor the recovery room
- ☐ Actively seek information from the Department of Education, Police, Hospital or elsewhere
- ☐ Inform BSSOEC Committee President
- ☐ Inform the BSSOEC Member School Principals via letter or newsletter
- ☐ Monitor Centre Community reactions and support those in care-giving roles
- ☐ Liaise with outside agencies, including the Emergency Services
- ☐ Set aside time to brief key personnel and to review responses